

MADISON COUNTY COURTHOUSE ANNEX

Virginia City, MT



EXISTING COURTHOUSE SPACE ANALYSIS &
BUILDING PROGRAM

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Program Statement/ Preface

The following document summarizes Schlenker & McKittrick Architects' space analysis, building needs program, site analysis, and recommendations to provide handicap access to the existing courthouse building and provide space and growth possibilities for current as well as future department needs.

Design Team

Throughout the programming process, Schlenker & McKittrick Architects consulted with the Owner, Madison County Staff, and the design team listed below for analysis of the site, existing building condition, and future individual government department needs.

Owner

Madison County, Montana

County Courthouse/ Commissioners

101 W. Wallace

Virginia City, MT 59755

Phone: 406.843.4277 Fax: 406.843.5517

Commissioners:

C. Ted Coffman

Dave Schulz

Frank Nelson

Architects

Schlenker & McKittrick Architects, P.C. (SMA)

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Structural Engineers

Design 3 Engineering, Inc. (D3)

17 North 26th Street

Suite 22

Billings, Montana 59101

Phone: 406.245.5599 Fax: 406.245.9830

Detention Consultant

Space Planning For People

2817 2 Avenue North

Billings, Montana 59101

Phone: 406.245.5082



Scope of Space Analysis and Building Program

The Madison County Courthouse has reached a crossroad in its illustrious and memorable history. The Courthouse only has so much available space, (only 67% of the existing Courthouse building's area is actually usable space with the remaining space dedicated to corridors, walls, and stairways) the functions and staff that are presently housed in the existing Madison County Courthouse are out of space, some of the necessary services that Madison County offers are not in the building, and the facility is not handicapped accessible. The existing Law Enforcement component is inadequate to meet the needs of the Sheriff's Department and the detention of inmates is problematic and incapable of meeting jail standards.

All of these issues hinder the Madison County staff's ability to engage and provide accessibility to the public, house records, provide the necessary law enforcement requirements, and still maintain the quality services that are provided to the residents of Madison County, which is rapidly growing.

KEY GOALS: To meet these needs, the following key goals need to be achieved during the existing courthouse building renovation and expansion needs identified in this program:

1. Provide Handicapped Accessibility: Provide handicapped accessible restrooms, and handicapped entrance and circulation throughout the existing courthouse building and to all floors as required by the Uniform Federal Accessibility Standards, the ADA, and the International Building Codes.
2. Centralize County Services in the Existing Courthouse:
 - a. Where appropriate, bring off-site County services back into the existing Courthouse, including planning, sanitation, grants writing, etc. This will provide both the County staff and the County residents with better and more efficient centralized services.
 - b. If possible, locate departments on the same floor to minimize the need to travel between floors for functions with a high degree of interaction.
 - c. Generally, functions with a high public contact should be located on the first floor.
3. Provide for Future Expansion Capability: Provide space for additional staff and department storage needs for the Courthouse functions that will need to expand to serve the Madison County resident population, which is conservatively projected to grow at a minimum of 10%+ per year over the next decade.
4. Improve Law Enforcement Operations and Detention Center: Remove the Sheriff's/Law Enforcement Department (LEF) from the basement and provide for more space for future growth and for a more efficient and safer working environment. The detention component should be designed to hold more inmates for longer lengths of time (over 72 hours), meet criteria standards for the safe and humane treatment of inmates, and provide for better inmate supervision.



Definitions

CONTACT: per the attached Program Data Sheets, the Contact component definition is:

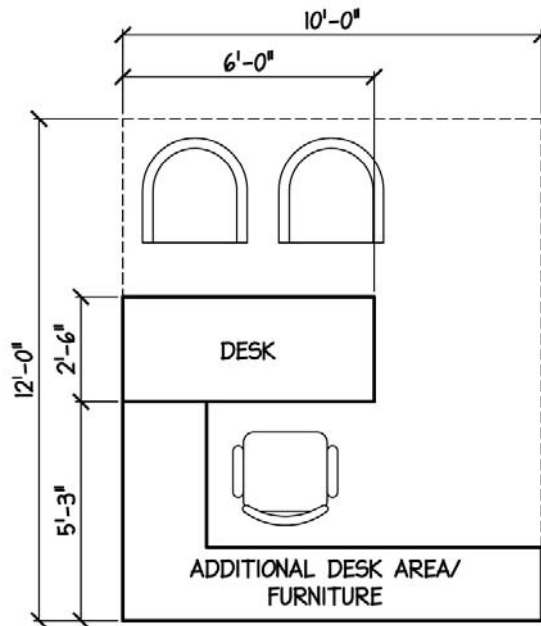
- High: Space should be in the same area as the area listed or open directly into the area listed.
- Medium: Space should be located elsewhere in the same building with area listed.
- Low: Space could be located on different floors in the same building or in a different building from area listed.

SPACE REQUIREMENTS STANDARDS: The square footage allocated for the various functions, filing units, etc. as indicated in the attached Functions List & Area Summary sheet's outlined Net Programmed Area Sq. Ft. were calculated per the following sample Space Requirements. It should be noted that certain functions may have more square footage programmed for their needs due to their function, ie, larger offices for conferencing, unique storage or work environment requirements, etc.

DEPARTMENT SPACE ADJACENCY MATRIX DIAGRAM: The attached Department Space Adjacency Matrix Diagram outlines the adjacency requirements for all department functions. The Matrix outlines the requirements of adjacency between departments or functions as High, Medium, and Low per the program Data Sheets and the CONTACT definition contained herein.

FUNCTIONS SPREAD SHEETS: The attached Functions List & Area Summary outlines the programmed functions and the spaces Net Current Square Footage allocation, and the Net Programmed Area Square Footage required. These square footage allocations are based on the size of the current spaces being used and the anticipated personnel, storage, and space required to conduct their work for the foreseeable future.

Sample Space Requirements

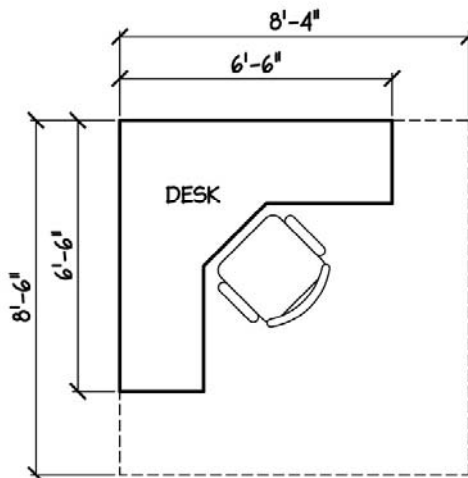


32" X 42"
FLAT FILE

32" X 42"
FLAT FILE

TYP. FLAT
FILE
(20 SQ. FT.)

① TYP. SUPERVISOR DESK/ OFFICE
120 SQUARE FEET SCALE: 1/4" = 1'-0"



LEGAL
FILE

DRAWER
PULL

TYP. LEGAL
FILE
(7.5 SQ. FT.)

② TYP. STAFF DESK/ WORKSTATION
70 SQUARE FEET SCALE: 1/4" = 1'-0"

County Department's Functions List & Area Summary

The space analysis investigation and programming of Madison County building needs were conducted by both observation and interview sessions with each County department to identify current and future staff needs, spatial requirements, storage needs, adjacencies, and auxiliary information per the Individual Department Space Programs outlined in the Appendix. The following is a summary of the spatial needs of each County function:



Law Enforcement/Detention Components

MADISON COUNTY COURTHOUSE ANNEX

100 East Wallace

Virginia City, Montana

SMA Project No. 0602

FUNCTION LIST & AREA SUMMARY

Date: May 30, 2006

LAW ENFORCEMENT/JAIL COMPONENTS

FUNCTION	Net Current Area Sq. Ft.	Net Programmed Area Sq. Ft.
<i>Intake-Transfer-Release</i>		
Vehicle Sally Port	0	400
Prisoner Sally Port	0	60
Holding Cell	0	60
Booking Counter/ Intake Receiving	0	250
Photo & Fingerprint	0	100
Search/Change/Shower/Uniform Storage	0	130
Prisoner Property Holding	0	50
Intake/Trustee Cells, 2 @ 80 sf ea.,	0	160
Evidence Processing & Storage	0	500
Staff Toilet, 2 @ 50 sf ea.	0	100
Interview Room	0	80
Office/Interview Observation	0	100
Medical Office/Dispensary	0	40
Observation Cell (padded)		60
TOTAL INTAKE-TRANSFER-RELEASE	0	2,090
<i>Housing Requirements for Men - 27-29 Beds</i>		
<i>Maximum/Mental Health (capacity - 2)</i>		
Cells (2 @ 80 sf ea.)	0	160
Shower	0	15
Dayroom	0	250
<i>Total Maximum/Mental Health</i>	0	425
<i>Medium Custody (capacity - 11)</i>		
Cells (6 @ 80 sf ea.)	0	420
Shower	0	15
Dayroom	0	520
<i>Total Medium Custody</i>	0	955
<i>Minimum Custody (capacity - 15)</i>		
Cells (4 @ 80 sf ea., and 4 @ 135 sf ea.)	0	860
Shower	0	15
Dayroom	0	730
<i>Total Minimum Custody</i>	0	1,605
TOTAL HOUSING REQUIREMENTS FOR MEN	0	2,985

FUNCTION	Net Current Area Sq. Ft.	Net Programmed Area Sq. Ft.
34 <i>Housing Requirements for Women - 7 Beds</i>		
35 All Custody Levels (capacity - 7)		
36 Cells (4 @ 80 sf ea.)	0	320
37 Shower	0	15
38 Dayroom	0	410
39 TOTAL HOUSING REQUIREMENTS FOR WOMEN	0	745
40 <i>Housing Support Functions</i>		
41 Control Center	0	300
42 Program/Ed/Indoor Rec (scheduled male & female use)	0	500
43 Commissary	0	50
44 Laundry, Storage for Uniforms & Bedding	0	200
45 Janitorial	0	50
46 General Storage	0	350
47 Public Visiting, 2 @ 60 sf ea.	0	120
48 Kitchen (store/reheat limited Kitchen)	0	450
49 TOTAL HOUSING SUPPORT FUNCTIONS	0	2,020
50 <i>Administration</i>		
51 Entry Vestibule	0	60
52 Waiting/ Reception - Public Entry - Detention Facility	0	150
53 Waiting/ Reception - Sheriff's Office	0	150
54 Toilets, 2 HC @ 50 sf ea.	0	100
55 Dispatch (see Housing Support Functions, Control Center)		
56 Sheriffs Office	0	150
57 Under Sheriffs Office	0	120
58 Commanders Office	0	120
59 Officer Reporting, Filing, Work Room	0	300
60 Conference/Training Room/EOC	0	500
61 Records Storage	0	50
62 General Storage	0	200
63 Staff Toilets/Shower (2 @ 80 sf ea.)	0	160
64 Break/Kitchenette/Lockers	0	400
65 Exercise Room	0	200
66 Janitorial	0	40
67 Armory	0	30
68 TOTAL ADMINISTRATION	0	2,730
69 <i>Maintenance</i>		
70 Mechanical	0	700
71 Janitorial	0	50
72 Storage & Repair - Possibly a separate "out building"	0	200
74 TOTAL MAINTENANCE	0	950

FUNCTION		Net Current Area Sq. Ft.	Net Programmed Area Sq. Ft.
75	<i>Department of Emergency Management</i>		
76	Director's Workstation	0	120
77	Staff, 3 Part time @ workstations	0	230
78	Storage	0	60
79	Vehicle Storage (located off-site)	0	0
80	Emergency Operations Center (See Sheriff Administration Section)		
81	TOTAL EOC	0	410

Law Enforcement/Detention Components Summary

FUNCTION	Net Current Area Sq. Ft.	Net Programmed Area Sq. Ft.
<i>Summary - Estimated Areas</i>		
Intake-Transfer-Release	0	2,090
Housing	0	3,730
Housing Support	0	2,020
Administration	0	2,730
Maintenance	0	950
Emergency Operations Center	0	410
<i>Total Estimated Area</i>		11,930
TOTAL 'NET' SQUARE FEET CURRENTLY PROGRAMMED FOR THE ENTIRE LAW ENFORCEMENT/ JAIL COMPONENT		11,930
ADDITIONAL NEW SPACE REQUIRED FOR CIRCULATION, WALLS, ETC. (ASSUMING 70% EFFICIENCY OF ADDITIONAL NET S.F. REQUIRED)		5,113
TOTAL GROSS S.F. REQUIRED TO MEET THE LAW ENFORCEMENT/JAIL DEPARTMENT PROGRAM NEEDS.		17,043

93 ** Items not contained in Total Additional Gross SF outlined:

94 Sheriff's Dept./ Public Parking (15 vehicles @ 400 sf ea) on adjacent site 6,000

95 EOC Vehicle Storage (located off-site)

County Departments

MADISON COUNTY COURTHOUSE ANNEX

100 East Wallace

Virginia City, Montana

SMA Project No. 0602

FUNCTION LIST & AREA SUMMARY

Date: May 30, 2006

FUNCTION	Net Current Area Sq. Ft.	Net Programmed Area Sq. Ft.
96 GOVERNMENTAL		
97 County Commission		
98 Shared Commissioners' Office	247	0
99 Administrative/ Support Office	303	300
100 Conference Room	162	0
101 Private Office	0	120
102 Private Office	0	120
103 Private Office	0	120
104 Storage	0	50
105 TOTAL GOVERNMENT	712	710
106 TOTAL GOVERNMENT IN (E) COURTHOUSE	712	
107 ADMINISTRATION		
108 County Appraiser & Assessor		
109 2 Supervisor (2 workstations @ 70 sq.ft. each)	140	140
110 4 Staff (4 workstations @ 70 sq. ft. each) (ADD 1 NEW POSITION)	210	280
111 Public Counter/ Window	60	80
112 Active Storage	300	360
113 Dead/ Archival Storage	60	60
114 Internal Circulation	120	80
115 Total County Appraiser/ Assessor	890	1000
116 Bookkeeping		
117 2 Supervisor (2 Workstations @ 70 sq. ft. each)	140	140
118 Active file storage	30	80
119 Dead/ Archival Storage	70	100
120 Internal Circulation	60	60
121 Total Bookkeeping	300	380
122 County Clerk & Recorder		
123 1 Clerk & Recorder Semi-Private Workstation	70	70
124 4 Staff (4 workstations @ 70 sq. ft. each) (ADD 1 NEW POSITION)	210	280
125 Active Storage Vault Space	745	1100
126 Public Computer/ Counter Work Station	160	250
127 Internal Circulation	110	110
128 Total Clerk & Recorder	1295	1810

FUNCTION	Net Current Area Sq. Ft.	Net Programmed Area Sq. Ft.
129 County Planning Office - Currently located off site		
130 1 Director Workstation	70	70
131 1 Director Private Office	0	0
132 3 Staff (3 Workstations @ 70 sq. ft. each) (ADD 1 NEW POSITION)	180	210
133 Active Storage File Cabinet Space/ Map Storage	50	80
134 Active/ Archival Storage Space	288	350
135 Internal Circulation	120	120
136 Small Conference/ Consultation Room	160	0
137 <i>Total County Planning</i>	868	830
138 I.T./ G.I.S. Office - Currently located off site		
139 1 Supervisor (1 workstation @ 120 sq. ft. each)	120	120
140 1 Staff (1 workstation @ 70 sq. ft. each) (ADD 1 NEW POSITION)	0	70
141 Software Storage (file cabinet)	0	10
142 Computer & Parts Storage/ Maintenance	80	80
143 (N) Computer Deployment/ Work Area	0	70
144 Internal Circulation	40	40
145 <i>Total I.T./ G.I.S.</i>	240	390
146 County Sanitarian Office - Currently located off site		
147 1 Supervisor (1 workstations @ 70 sq. ft. each)	70	0
148 2 Supervisor Private Office (ADD 1 NEW POSITION)	0	240
149 1 Staff (2 workstation @ 70 sq. ft. each) (ADD 1 NEW POSITION)	70	140
150 Active Storage File Cabinet Space	110	140
151 Active Storage	36	80
152 Archival Storage	60	100
153 Internal Circulation	180	80
154 <i>Total Sanitarian</i>	526	780
155 Superintendent of Schools - Currently located off site		
156 1 Superintendent workstation @ 70 sq. ft.	80	70
157 Active Storage/ Shelving	40	40
158 Archival Storage	100	100
159 <i>Total Superintendent of Schools</i>	220	210
160 County Treasurer		
161 1 Country Treasurer private or semi-private work space	130	70
162 3 Staff (workstations @ 70 sq. ft.)	210	210
163 Vault Records Storage	64	120
164 Driver Licensing/ Pictures	0	80
165 Public Counter	100	100
166 Active Storage	200	200
167 Public Workstation	70	70
168 Internal Circulation	188	120
169 Cold Storage	140	160
170 <i>Total Treasurer</i>	1102	1130
171 TOTAL ADMINISTRATION	5441	6530
172 TOTAL ADMINISTRATION IN (E) COURTHOUSE	3587	

FUNCTION		Net Current Area Sq. Ft.	Net Programmed Area Sq. Ft.
173	JUDICIAL		
174	District Court		
175	Judge's Chambers w/ small conference capability	240	240
176	Judge's Private Restroom	0	50
177	Law Clerk Private Office	0	120
178	Court Administrator Office/ Reception	260	230
179	Secure File Room Storage	0	100
180	Law Library	120	130
181	Jury Room	352	300
182	Jury Restroom	150	50
183	Courtroom	1539	1400
184	<i>Total District Court</i>	2661	2620
185	Justice of the Peace		
186	Judge's Chambers/ workstation	100	220
187	Clerk's Office/ Public Reception & Counter	200	230
188	Court Compliance Officer workstation (ADD 1 NEW POS.)	0	70
189	Small Hearing/ Bench Trial Room	0	400
190	Archive/ Dead File Storage	60	60
191	<i>Total Justice of the Peace</i>	360	980
192	Youth Probation - Currently located off site		
193	Private Office Space	80	100
194	Active Storage (File Cabinets)	20	30
195	Archive Storage (File Cabinets)	0	20
196	<i>Total Youth Probation</i>	100	150
197	Victim Advocacy		
198	Private Office Space	80	100
199	Staff Work Area	0	70
200	Active Storage	0	20
201	Interview Room/ Observation w/ One way mirror	0	80
202	<i>Total Victim Advocacy</i>	80	270
203	County Attorney - Currently located off site		
204	County Attorney Office	182	200
205	County Att. Support Staff Office (ADD 1 NEW POS.)	120	340
206	Deputy County Attorney Office (NEW POSITION)	0	200
207	Active Storage	20	80
208	Private Conference/ Consultation Room	0	200
209	Dead/ Archival Storage	98	150
210	Internal Circulation	0	40
211	<i>Total County Attorney</i>	420	1210
212	Clerk of District Court		
213	Supervisor (1 workstations in open office)	60	70
214	Staff workstation(s) 2 @ 70 sq. ft. each (ADD 1 NEW POSITION)	60	140
215	Public Counter	65	70
216	General Office Work Area	60	80
217	Secure Vault Storage	483	850
218	Public Research Station	0	70
219	Internal Circulation	0	60
220	<i>Total Clerk of District Court</i>	728	1340
221	TOTAL JUDICIAL	4349	6570
222	TOTAL JUDICIAL IN (E) COURTHOUSE	3929	

FUNCTION		Net Current Area Sq. Ft.	Net Programmed Area Sq. Ft.
223	LAW ENFORCEMENT (EXISTING)		
224	Sheriff's Department/ Jail		
225	Sheriff's Private Office	127	
226	Undersheriff's Private Office	124	
227	Shared Officers' Office	231	
228	Communication/ Dispatch	215	**SEE ACCOMPANYING LAW ENFORCEMENT/ DETENTION FUNCTION LIST & AREA SUMMARY
229	Entry/ Vestibule	114	
230	Storage	188	
231	Telecommunications Room	155	
232	Laundry	70	
233	Kitchen	170	
234	Jail Cells	694	
235	Cell Vestibule	206	
236	<i>Total Existing Law Enforcement</i>	2294	
237	TOTAL LAW ENFORCEMENT	2294	11930
238	TOTAL LAW ENFORCEMENT IN (E) COURTHOUSE	2294	
239	BUILDING SERVICES/ MISCELLANEOUS		
240	Maintenance		
241	Maintenance Office & Files	75	100
242	Janitorial Closets (one each floor)	50	100
243	Outside Storage/ Maintenance	480	480
244	Paint/ Hazardous Material Storage	0	50
245	<i>Total Maintenance</i>	605	730
246	Services		
247	Computer Server Room	70	70
248	Mail Room, Storage, Misc.	50	100
249	Public Restrooms Existing	434	434
250	Public Accessible Restrooms (New)		320
251	Mechanical & Electrical Room Existing	193	193
252	New Elevator/ 4 floors		480
253	New Elevator Equipment Room		150
254	New Fire Stair/ 4 floors		500
255	<i>Total Services</i>	747	2247
256	TOTAL BUILDING SERVICES/ MISC.	1352	2977
257	TOTAL BUILDING SERV./ MISC. IN (E) COURTHOUSE	872	
258	SERVICES - Presently Located off-Site		
259	County Weed Department		
260	Supervisor workstation	100	100
261	Staff workstation 2 @ 70 sq. ft. each	140	140
262	Conference/ Meeting/ Work Area	200	0
263	Active Storage	100	100
264	Archival/ Dead File Storage	60	60
265	Interior Circulation	100	100
266	<i>Total County Weed</i>	700	500
267	County Grant Office		
268	Shared Office Space @ 70 sq. ft. each (ADD 1 NEW POSITION)	180	140
269	Archival/ Dead File Storage	0	50
270	Internal Circulation	0	40
271	<i>Total Grant Office</i>	180	230

FUNCTION	Net Current Area Sq. Ft.	Net Programmed Area Sq. Ft.
272 <i>County Public Health Office</i>		
273 Shared/ Open Office Space @ 70sq. ft. each	252	140
274 Storage Space	162	80
275 Exam/ Private Consultation Room	0	250
276 Male & Female Accessible Toilets	0	100
Internal Circulation	0	80
277 <i>Total County Public Health Office</i>	414	650
278 <i>Public Assistance</i>		
279 Shared Office Space @ 70 sq. ft. each (ADD 1 NEW POSITION)	200	140
280 Active Storage	100	80
281 Archival/ Dead File Storage	0	50
282 Internal Circulation	0	40
283 <i>Total Public Assistance</i>	300	310
284 TOTAL SERVICES	1594	1690
285 TOTAL SERVICES IN (E) COURTHOUSE	0	

County Components Summary

FUNCTION	Net Current Area Sq. Ft.	Net Programmed Area Sq. Ft.
286 TOTAL NET SQUARE FOOTAGE OF ALL EXISTING COUNTY DEPARTMENTS INCLUDING DEPARTMENTS CURRENTLY OFF-SITE		15742
287 TOTAL NET SQUARE FOOTAGE PROGRAMMED FOR ALL COUNTY DEPARTMENTS INCLUDING DEPARTMENTS CURRENTLY OFF-SITE		30407
288 TOTAL NET SQUARE FEET OF ALL EXISTING DEPARTMENTS CURRENTLY IN THE COURTHOUSE. (EXISTING USABLE SQUARE FOOTAGE)		11394
289 ADDITIONAL NET S.F. REQUIRED TO MEET PROGRAM NEEDS. 'ITEM 287' (PROGRAMMED S.F.) MINUS 'ITEM 288' ('USABLE' S.F. AVAILABLE)		19013
290 ADDITIONAL NEW SPACE REQUIRED FOR CIRCULATION, WALLS, ETC. (ASSUMING 70% EFFICIENCY OF ADDITIONAL NET S.F. REQUIRED)		8148
291 TOTAL GROSS (ADDITIONAL) S.F. REQUIRED TO MEET DEPARTMENT PROGRAM NEEDS. THE SUM OF 'ITEM 289' (ADDITIONAL NET S.F. REQUIRED) & 'ITEM 291' (ADDITIONAL NEW SPACE REQUIRED.)		27161
292 EXISTING COURTHOUSE SQUARE FOOTAGE INFORMATION		
293 TOTAL 'NET' SQUARE FOOTAGE IN THE EXISTING COURTHOUSE		11394
294 TOTAL 'GROSS' SQUARE FOOTAGE IN THE EXISTING COURTHOUSE		17043
295 DIFFERENCE OF 'GROSS' S.F. 'ITEM 244' & 'NET' S.F. 'ITEM 242		5649
296 EXISTING COURTHOUSE EFFICIENCY =		67%

County Department Space Adjacency Matrix Diagram

Based on the program interviews that were conducted with each Madison County department as previously outlined, the contact and inter-department working relationships were defined. The following Adjacency Matrix Diagram documents the extent of inter-department contact that each department has with each other and will form the adjacency relationships that are required during the design process.

LEGEND		RELATIONSHIP TO:	
■	HIGH	GOVERNMENTAL	Commissioners' Offices
▨	MEDIUM	Commissioners' Conference Room	
◉	LOW	Commissioners' Reception/ Support	
□	NONE	SERVICES	County Weed Department
AREAS RESPONDING		County Grant Office	
GOVERNMENTAL		County Public Health Office	
Commissioners' Offices		ADMINISTRATION	County Appraiser
Commissioners' Conference Room		County Assessor	
Commissioners' Reception/ Support		Bookkeeping	
SERVICES		County Clerk & Recorder	
County Weed Department		County Planning Office	
County Grant Office		I.T./ G.I.S. Office	
County Public Health Office		County Sanitarian Office	
ADMINISTRATION		Superintendent of Schools	
County Appraiser		County Treasurer	
County Assessor		JUDICIAL SYSTEM	District Court Judge's Chambers
Bookkeeping		District Court Law Clerk Office	
County Clerk & Recorder		District Court Administrative/ Rec.	
County Planning Office		District Court Judge's Restroom	
I.T./ G.I.S. Office		Courtroom	
County Sanitarian Office		Justice o.t. Peace Judge's Chambers	
Superintendent of Schools		J.P. Clerk's Office/ Court Compl.	
County Treasurer		J.P. Small Court/ Hearing/ Conf.	
JUDICIAL SYSTEM		Jury Room	
District Court Judge's Chambers		Jury Restrooms	
District Court Law Clerk Office		Youth Probation Office	
District Court Administrative/ Rec.		Law Library	
District Court Judge's Restroom		Victim's Advocacy	
Courtroom		County Attorney	
Justice o.t. Peace Judge's Chambers		County Attorney Conf./ Consultation	
J.P. Clerk's Office/ Court Compl.		Clerk of District Courts	
J.P. Small Court/ Hearing/ Conf.		Dep. Of Emergency Management	
Jury Room		Emergency Operations Center (EOC)	
Jury Restrooms		Sheriff's Office	
Youth Probation Office		SUPPORT ENTITIES	
Law Library		Maintenance Office	
Victim's Advocacy		Computer Server Room	
County Attorney		Mail Room	
County Attorney Conf./ Consultation			
Clerk of District Courts			
Dep. Of Emergency Management			
Emergency Operations Center (EOC)			
Sheriff's Office			
SUPPORT ENTITIES			
Maintenance Office			
Computer Server Room			
Mail Room			

Recommendations

In order to achieve the key goals stated in the Scope of Work and meet the needs of the individual departments as outlined in the County Department Function List and Area Summaries, additional space needs to be built.

THE ISSUES: There are two major issues that additions to the existing Madison County Courthouse pose. First of all, the existing site is very limited in size and has only a 57 foot deep backyard. The site is bound on the north, east and south sides by dedicated streets, and the west street is a non-dedicated access road. There are no adjacent properties available for expansion, except to the north across Wallace Street where the County owns several lots.

The second issue is that both the State Historic Preservation Office and the Virginia City Historic Preservation Commission have advised that any addition or expansion of the Madison County Courthouse should not distract from the original Courthouse and any buildings should have setbacks from adjacent property lines. Specifically, any additions to the existing Courthouse should not be built on the front or sides of the Courthouse, they should not wrap around the sides of the existing building, and they should be shorter in height than the existing building. Based on the site constraints and the historic limitations, a maximum building pad addition of only approx. 2,500 SF per floor could be constructed south and adjacent to the existing Courthouse.

There simply is not enough site space available to build the additional square footage that is required to solve the programmed space needs. The question then becomes, what should remain on the existing Courthouse site and what should be moved to a different site?

THE RECOMMENDATIONS: Considering the security, safety, size, and design constraints, the Detention Center is the logical candidate for relocation, but it would also require the relocation of the Law Enforcement/Sheriff's Department which oversees and manages the Detention Center. These departments both have a close association with the courts system and their related functions, and co-relocating the courts functions with the Detention and Law Enforcement functions would solve the transportation and security issues with prisoners who use the courts system and associated services. The resultant relocated facilities would technically become the Madison County Law and Justice Center. The location of this facility is indeterminate at this time, however, it is recommended that the facility be located close to the existing Courthouse to accommodate communications and access with the remaining courthouse departments. It is also recommended that the new relocated facilities have access to centralized or city services for both water and sewer needs.

With the relocation of the Law and Justice Center functions from the existing courthouse there would be enough vacated space available to house all of the remaining necessary County services in the existing Courthouse and provide both storage space and some future expansion space within the County departments. A minimal addition to the south side of the existing Courthouse would provide

the necessary handicapped accessible restrooms, entrance, and elevator access to meet the key goals requirements.

Proposed Off-Site Located County Departments and Functions:

- Detention Center
 - Intake-Transfer-Release
 - Housing-Men
 - Housing-Women
 - Housing Support Functions
 - Control Center/Dispatch
- Law Enforcement/Sheriff's Department
- Department of Emergency Management
 - Emergency Operations Center
- District Court
- Clerk of District Court
- Justice of the Peace
- County Attorney
- Youth Probation
- Victim Advocacy

It is recommended that all other County Departments and Functions would be located in the existing Courthouse.

[Appendix](#)

Individual Department Space Programs



Appraiser/ Assessor

Existing Floor Area: *890 (110 is vault)*

Floor Area Desired: *1000*

- I. General Function Description:
 - *Appraisal of county properties for property owners etc.*
 - *Assessing of county properties for property owners etc.*
 - *General office activities including filing, clerical work, small conferences with public, helping public at the walk-up window.*
 - *General office storage requirements, plus additional storage of large maps. (see below)*
 - a. Public Contact: *Medium/Low – Depending on the time of the year.*
 - b. County Departments that Contact is with:
 - High: *Clerk and Recorder, Treasurer.*
 - Medium: *None*
 - Low: *All other Departments*
2. Specific Requirements

Type of Space: *Sometimes Noisy*
 Neighbors Desired: *Doesn't matter*
 Access from... *Corridor*
 Furnishings: *Somewhat Private*

3. Supervisor Functions:

	<u>Present</u>	<u>Future Needs</u>
a. No. of Supervisory Staff/Arrangement	<i>2</i>	<i>No Change</i>
<i>I. Currently the office has 1 assessor supervisor and 1 appraiser supervisor.</i>		
<i>II. The supervisory arrangement will not change in the foreseeable future.</i>		
<i>III. The existing office space does not provide any private offices for the supervisors; they currently have a semi-private workstation in the common office space with staff.</i>		
b. Equipment & Furnishing:		
<i>Copier – (Access)</i>		
<i>Printer</i>		
<i>Facsimile – (Access)</i>		
<i>Telephone</i>		
<i>Computer(s) – one station for each supervisor.</i>		
<i>Network Connection(s)</i>		
<i>Others: General office furniture, desks, chairs, etc.</i>		
4. Staff Functions:

- a. No. of Staff/Arrangement: *2/semi-private cubicles* *4/semi-private cubicle*
 - I. *Currently the office has cubicles to provide semi-private work areas for staff and supervisors.*
 - II. *There is currently 1 appraiser and 1 assessor on staff.*
 - III. *While they are essentially one office they are currently separated into two offices across the hall from one another. The ideal situation would be to combine the two offices into one space.*
 - IV. *In the future the staffing may increase to 3 appraisers and 3 assessors.*
 - b. Equipment & Furnishing Needs:
 - Copier – (Access)*
 - Printer*
 - Facsimile – (Access)*
 - Telephone*
 - Computer(s) – one station for each staff member.*
 - Network Connection(s)*
 - Others: General office furniture, desks, chairs, etc.*
5. Active Storage Requirements:
 - I. *Currently utilize 25 filing cabinets and could expect to increase to 30 in the future.*
 - II. *Some files need to be secured, but not necessarily in a fire proof vault.*
 - III. *There is a file cabinet drawer full of material that should be in a fire proof storage area.*
 - IV. *Most files are legal sized.*
 - V. *Most files are public information and the public does have access to them.*
 - VI. *Currently utilize 2 map storage cases.*
 6. Archive/Dead Storage Requirements:
 - I. *Some storage is currently in the attic of the courthouse.*
 7. Miscellaneous and Envisioning the Future:
 - I. *The ideal situation would be both offices in the same location and not across the hall from one another.*
 - II. *There are currently some privacy issues because a lot of the information they deal with is confidential information. Speaking with some customers is difficult because of the open office and the privacy issues.*
 - III. *A small conference/consultation room for private conversations would be welcomed. This could be a joint room shared with other departments.*
 8. Plumbing Fixtures:
 - I. *None*
 9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)
 - I. *A panic button to the sheriff's office could be used in the future.*

Bookkeeping

Existing Floor Area: *300 (36 is storage)*

Floor Area Desired: *380*

I. General Function Description:

- *Manages payroll, accounts payable, and other county accounting procedures*
- *Maintains and manages all accounting of county payments (county bills).*
- *Annually works with all county departments on their budgets.*
- *Writes and distributes all county department payroll checks.*
- *General office functions including filing, clerical duties etc.*
- *The department has a high frequency of interaction with the Clerk & Recorder for stamping of all checks. This adjacency should be maintained.*

a. Public Contact: *Low – Generally deals with only the county department staffs.*

b. County Departments that Contact is with:

High: *Clerk and Recorder, Treasurer, Commissioners*

Medium: *All other departments*

Low: *None*

2. Specific Requirements

Type of Space: *Quiet*

Neighbors Desired: *Quiet*

Access from... *Corridor*

Furnishings: *Open*

3. Supervisor Functions:

	<u>Present</u>	<u>Future Needs</u>
a. No. of Supervisory Staff/Arrangement:	<i>2 / shared office</i>	<i>No change/private</i>

I. This office utilizes the printer room everyday. This use is increased during payroll days etc.

II. There is no change in the number of supervisors for the foreseeable future.

b. Equipment & Furnishing:

Copier

Printer – small possibly a larger laser printer

Telephone

Computer(s) – One each supervisor.

Network Connection(s) – Possibly with Treasurer's Office.

Others: *Desk/work area etc, general office furniture.*

4. Staff Functions:



a. No. of Staff/Arrangement: 0 1 (possible)

I. This department could possibly see a staff member added in the distant future.

b. Equipment & Furnishing Needs: (Same as Supervisor)

Copier

Printer – small possibly a larger laser printer

Telephone

Computer(s) – One for each staff.

Network Connection(s) – Possibly with Treasurer's Office.

Others: *Desk/work area etc.*

5. Active Storage Requirements:

I. The department currently utilizes a storage space located under the grand staircase of the courthouse to house records from the present back to 2 years.

II. The current office storage is adequate, however the department could see a need for 4-6 file cabinets in the office for future storage. In addition, there is a small amount of storage needed for terminated employee files, year end reports, etc.

III. Some files are sensitive, and therefore need to be secured.

6. Archive/Dead Storage Requirements:

I. Records that are older than 2 years are currently housed in the attic of the courthouse.

7. Miscellaneous and Envisioning the Future:

I. Overall office space will not increase in the future only the need for additional storage space.

II. Due to the nature of the tasks in the office, the space needs to be quiet and located next to other quiet office spaces.

8. Plumbing Fixtures:

I. None

9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)

I. None



Clerk & Recorder

Existing Floor Area: *1295 (745 is vault)*

Floor Area Desired: *1800*

I. General Function Description:

- Oversees and houses all county land records, mostly in large binders.
- Coordinates, oversees, and counts ballots of all county elections.
- Oversees and supervises the bookkeeping department.
- The department is required to provide access to the public for searches of public land records, elections, etc.
- Currently the office has some space in the large vault to accommodate the general public.
- The department also utilizes microfilm readers. (2)
- General office functions including filing, clerical duties etc.

a. Public Contact: *High*

b. County Departments that Contact is with:

High: *Treasurer, Assessor's office*

Medium: *All other county offices.*

Low: *None*

2. Specific Requirements

Type of Space: *Noisy*

Neighbors Desired: *Doesn't matter*

Access from... *Corridor*

Furnishings: *Open*

3. Supervisor Functions:

Present

Future Needs

a. No. of Supervisory Staff/Arrangement: *1 Clerk & Recorder / open shared office* *No Change*

- I. *Because of the current office space and courthouse space constraints, the supervisor Clerk & Recorder has a workstation in the open shared office with the staff.*
- II. *Ideally, the Clerk & Recorder supervisor would be provided with a private office/semi private workstation for disciplinary meetings with staff etc.*

b. Equipment & Furnishing:

Copier - Shared

Printer

Telephone

Computer(s) one for supervisor workstation.

Network Connection(s) – Uses the internet a lot.

Scanners

Reader Printers

Others: Desk, work area, etc.

4. Staff Functions:

- a. No. of Staff/Arrangement: *Currently 3 Staff* *1 Additional Staff Member (4)*
- I. *The department currently employs three staff member and could possibly add one additional staff member in the future for a total of four.*
- II. *The staff currently has one workstation each, all in the common shared open office space.*
- b. Equipment & Furnishing Needs:
 - Copier - Shared*
 - Printer*
 - Telephone*
 - Computer(s) – One for each staff workstation.*
 - Network Connection(s) – Uses the internet a lot.*
 - Reader Printer - One*
 - Scanners*
 - Others: Desk, work area, etc.*

5. Active Storage Requirements:

- I. *Because of the nature of the department, vault space for sensitive county documents such as land records is the largest requirement.*
- II. *The current vault space the department has is undersized.*
- III. *The department has indicated they need at minimum an additional vault space of at least 350 S.F.*

6. Archive/Dead Storage Requirements:

- I. *Currently there is election materials that are being stored in a shed outside. These materials do not need to be stored in a heated space and could be moved off-site.*
- II. *The existing space does not have any additional space for the massive amounts of paperwork and files they access daily.*
- III. *All storage needs to be secured.*

7. Miscellaneous and Envisioning the Future:

- I. *They are currently working on a system that would allow customers to pay on-line for the records they are seeking and they would receive them within a couple of days. This would eliminate the need for most of the public coming into the office.*
- II. *The department has indicated they need more counter space for the public to perform their searches in the large land records binders.*
- III. *The election functions/ materials could be moved off-site, although they currently do not occupy much space in the office.*

8. Plumbing Fixtures:

- I. *None*

9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)

- I. *The current vault space becomes very hot and almost uninhabitable during the summer months. This space needs better air temperature control.*
- II. *The basement vault seems to have high humidity and needs some humidity control for the older document preservation.*

Clerk of District Court

Existing Floor Area: 725 (483 is vault)

Floor Area Desired: 1290

I. General Function Description:

- Clerk of District Court initiates court actions, maintains files and records pertaining to District Court, records final dispositions, and tracks all District Court proceedings.
- The office is required to retain all files for ten years.
- Accommodates the public for searches of historical court records.
- General office functions including filing, clerical duties etc.

a. Public Contact: Medium

b. County Departments that Contact is with:

High: District Judges, their assistants, J.P./and Clerk, Victim Advocate, County Attorney and assistant, attorneys and their offices, Youth Court, Sheriff's office, Probation office.

Medium: Treasurer, Clerk & Recorder, Bookkeepers, and Commissioners.

Low: all other county offices.

2. Specific Requirements

Type of Space: Sometimes Noisy

Neighbors Desired: Doesn't matter

Access from... Corridor

Furnishings: Open

3. Supervisor Functions:

Present

Future Needs

a. No. of Supervisory Staff/Arrangement: 1 Clerk/ Shared office No Change

I. Currently the supervisor has a workstation in the open/ shared office space with staff.

II. There is no change in number of supervisors in foreseeable future.

b. Equipment & Furnishing:

Copier

Printer

Telephone

Facsimile

Computer(s) – One per supervisor workstation.

Network Connection(s)

Television/ VCR – Shared with J.P.

Others: Scanners, adding machines telephones.

4. Staff Functions:

a. No. of Staff/Arrangement: *1 Deputy/ Shared office* *Add 1 staff member/ shared office*

- I. Currently the one staff member has a workstation in the open/ shared office space.*
- II. Could possibly add one additional staff member in the future.*
- III. Additional staff would use a typical workstation in the common shared office space.*

b. Equipment & Furnishing Needs: *(Same as Supervisor)*

Copier

Printer

Telephone

Facsimile

Computer(s) one each staff workstation.

Network Connection(s)

Others: Scanners, adding machines telephones.

5. Active Storage Requirements:

- I. Most of the department's files are accessed on a continual basis and so they need to be kept adjacent to the office space.*
- II. Most of the current active files are being stored on a sliding file system which seems to work well.*
- III. The department also stores all exhibits that are being used in trials. They currently do not have an area dedicated to this and could use a space especially for storage of exhibit illustrations on foam core. Need exhibit (board) storage.*
- IV. The current Clerk's office does not have adequate space for the day to day active file storage.*

6. Archive/Dead Storage Requirements:

- I. Approximately half of archive storage is being stored in the vault space downstairs. This is accessed 1 or 2 times a month.*
- II. Exhibits and closed case records require storage. The ability to search, locate and copy all records in Madison County back to the 1860's is required.*

7. Miscellaneous and Envisioning the Future:

- I. Madison County is one of the oldest counties in the State of Montana. Territorial records are housed here back to the first cases recorded. The oldest and most fragile records are stored in the basement vault. The vault space is in the basement and not properly vented. The old records are in danger of being lost. They are not microfilmed because they are so fragile they cannot be microfilmed. In the future, all records could be stored in one proper vault with easy access and recovery.*
- II. Additional filing systems, room for exhibit storage, and more convenient space for microfilming.*
- III. Public research station and future work station for future staff.*

8. Plumbing Fixtures:

- I. None*

9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)

- I. Humidity in the basement vault is a concern, seems to be very high.*



Commissioners' Office

Existing Floor Area: *700*

Floor Area Desired: *710*

I. General Function Description:

- *Responsible for all functions within the county and for all budgets*
- *Commissioners' offices with general office duties/ functions including filing clerical duties, etc.*
- *Commissioners sometimes have small conferences/ meeting with the public.*
- *Support staff office/ reception to greet public, also general office functions supporting the three commissioners.*
- *Accommodates the general public stopping in to speak with their commissioner.*
- *Currently have a small conference room for their weekly commission meetings.*

a. Public Contact: *High*

b. County Departments that Contact is with:

High: *Clerk and Recorder, Appraiser/ Assessor, Bookkeeping, Treasurer*

Medium: *Sanitarian, County Planner*

Low: *Clerk of Court, Sheriff, Weed department.*

2. Specific Requirements

Type of Space: *Noisy*

Neighbors Desired: *Doesn't matter*

Access from... *Corridor, Admin. Only*
(Dependent on function of space)

Furnishings: *Somewhat Private*

3. Supervisor Functions:

Present

Future Needs

a. No. of Supervisory Staff/Arrangement: *3 commissioners/shared office* *3/ Private or semi-private*

I. *The existing courthouse space constraints force the three commissioners to share one common open office space.*

II. *This situation could be construed as a "public meeting" everyday they are all in the office at the same time.*

III. *The open shared office creates sound problems as well as general space problems for storage, desks, etc.*

IV. *The commissioners really need to have their own separate private offices.*

b. Equipment & Furnishing:

Copier – (Access)

Printer

Facsimile – (Access)

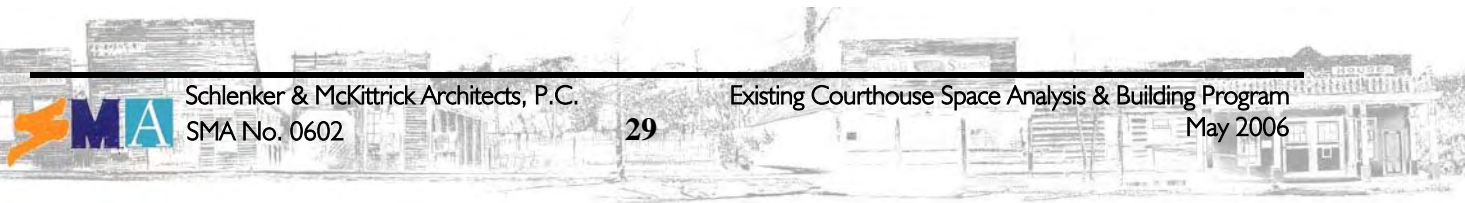
Telephone

Computer(s) – One for each commissioner's office/ workstation.

Network Connection(s)

Others: *General office furniture, desks, chairs, etc.*

4. Staff Functions:



a. No. of Staff/Arrangement: *1/semi-private office* *No change*

- I. There is currently one support staff position, and they do not see any additional staff added in the future.*
- II. Current support staff has private office/ reception area adjacent to the commissioners' office.*
- III. The support staff office must be adjacent to the commissioners' offices.*

c. Equipment & Furnishing Needs:

Copier – (Access)

Printer

Facsimile

Telephone

Computer(s)

Network Connection(s)

Others: General office furniture, desks, chairs, etc.

5. Active Storage Requirements:

- I. Active storage is currently stored in 5 file cabinets located in the support staff/ reception area.*
- II. Future active storage requirements could increase slightly, and could add a couple of additional file cabinets.*

6. Archive/Dead Storage Requirements:

- I. The current archival dead storage is in the courthouse attic.*

7. Miscellaneous and Envisioning the Future:

- I. Separate offices for all of the commissioners. (Could possibly be in one open office space with cubicles providing a semi-private environment.)*
 - a. Private offices do not need to be too big, and should accommodate the following:*
 - i. Desk w/ computer, 2 file cabinets, a couple of chairs, small book shelf.*
- II. Small conference room similar to the commissioners' (E) conference room. This room can be shared with other departments and not exclusively the commissioners'. (If individual private offices are provided for all commissioners, this conference room may also be eliminated.)*
- III. Larger conference room for commission meetings. This room should be large enough to accommodate 20-25 people.*

8. Plumbing Fixtures:

- I. None*

9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)

- I. None*

County Attorney's Office

Existing Floor Area: 580 Total (C.A. office = 182, Staff 120, storage = 118.)

Floor Area Desired: 1250

I. General Function Description:

- All County Legal matters/functions.
- Prosecution of defendants, legal council for the county government.
- General legal matters and functions associated with the practice of law.
- General office functions including filing, clerical duties etc.
- Conducts confidential meetings with clients.
- Utilizes the Law Library for case research
- a. Public Contact: Low – with the addition of staff members this will increase.
- b. County Departments that Contact is with:
 High: Victim Advocacy, Justice Court, District Court, Sheriff's Office, Clerk of Court
 Medium: None
 Low: All other county departments.

2. Specific Requirements

Type of Space: Quiet
 Neighbors Desired: Quiet
 Access from... Corridor
 Furnishings: Somewhat Private, Very Private

3. Supervisor Functions:

- | | <u>Present</u> | <u>Future Needs</u> |
|---|------------------------------------|--------------------------|
| a. No. of Supervisory Staff/Arrangement: | 1 attorney/private office | 1 Deputy County Attorney |
| I. Currently the department consists of one County Attorney. | | |
| II. The County Attorney is provided with a private office. | | |
| III. In the future the department may see the addition of a Deputy County Attorney | | |
| IV. The Deputy County Attorney needs to have a private office located in close proximity to the County Attorney's office. | | |
| V. Privacy and confidentiality is always a concern that needs to be taken into consideration. | | |
| b. Equipment & Furnishing: | | |
| | Copier | |
| | Printer | |
| | Telephone | |
| | Facsimile | |
| | Computer(s) – One each supervisor. | |
| | Network Connection(s) | |
| | Television/VCR | |
| | Others: Desk, work area, etc. | |

4. Staff Functions:

- a. No. of Staff/Arrangement: *Currently 1 support staff 1 Additional Staff Member for Deputy C.A.*
- I. *The current department has one support staff for the County Attorney. This support staff currently has a private office/ reception area for greeting clients as well as accomplishing everyday office duties.*
- II. *With the addition of a Deputy County Attorney, there could also be the addition of a support staff for the Deputy County Attorney.*
- III. *The two support staff members could share one common space for their workstations as well as reception/ filing.*
- b. Equipment & Furnishing Needs:
 - Copier*
 - Printer*
 - Telephone*
 - Facsimile*
 - Computer(s) – One per support staff.*
 - Network Connection(s)*
 - Television/VCR*
 - Others: Desk, work area, etc.*

5. Active Storage Requirements:

- I. *The active storage uses a numbered file storage system.*
- II. *The department currently has very limited storage accommodations for active file storage. The reception/ support staff office is undersized and does not provide enough room for active file storage.*
- III. *There needs to be an overall increase in all available active file storage.*
- IV. *Currently stores law books in the Law Library which is also part of another department office.*

6. Archive/Dead Storage Requirements:

- I. *Some of the department's archival storage is being shared with other county departments. Due to the confidentiality aspect of the department, this is not an ideal situation.*
- II. *The department has indicated that the archival storage is not accessed frequently and can be located in another building.*

7. Miscellaneous and Envisioning the Future:

- I. *The department could utilize a conference/ consultation room for speaking with victims. Ideally, this room would only be accessed by the County Attorney's office. They currently share a conference room with other departments.*
- II. *The conference/ consultation room would ideally be in close proximity to the law library.*
- III. *The Law Library needs to have its own space.*
- IV. *Video conferencing in the future is a possibility.*
- V. *Would like to have the C.A. office close to justice court/ district court.*

8. Plumbing Fixtures:

- I. *None*

9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting) *None*

County PlanningExisting Floor Area: *850 (483 is vault)*Floor Area Desired: *800*

- I. General Function Description:
 - *Coordinates county planning program, collects and disseminates information regarding growth and development.*
 - *Reviews private land development proposals, provides technical assistance to landowners and citizens, confers with local officials and county staff, and holds meetings, large and small.*
 - *General office functions/ duties, including clerical, filing, paperwork etc.*
 - *Stores and uses a number of large maps and drawings.*
- a. Public Contact: *Medium – However, steadily increasing.*
- b. County Departments that Contact is with:
 - High: *Clerk and Recorder's office, County Commissioners' Office, GIS/IT*
 - Medium: *Sanitarian, Treasurer, Bookkeeping, Sheriff, Emergency Management*
 - Low: *Weed, Public Health, Assessors' Office, County Attorney (Would increase if C.A. had time for planning matters.)*
2. Specific Requirements

Type of Space: *Sometimes Noisy*
 Neighbors Desired: *Quiet*
 Access from... *Corridor*
 Furnishings: *Open and Somewhat Private*

3. Supervisor Functions:

- | | <u>Present</u> | <u>Future Needs</u> |
|---|----------------------------------|------------------------------------|
| a. No. of Supervisory Staff/Arrangement: | <i>1 Director/ Shared office</i> | <i>1 Director/ Separate Office</i> |
| <ol style="list-style-type: none"> I. <i>The existing office space is open and the supervisor shares the space with staff members.</i> II. <i>There is currently one Director employed in the department, and they do not see a change in this.</i> III. <i>In the future the Director could be provided with a private office space for accomplishing tasks which require a quiet atmosphere to complete such as writing letters.</i> | | |
| b. Equipment & Furnishing: | | |
| | <i>Copier</i> | |
| | <i>Printer</i> | |
| | <i>Telephone</i> | |
| | <i>Facsimile</i> | |
| | <i>Computer(s) – One</i> | |
| | <i>Network Connection(s)</i> | |
| | <i>Others: Drafting Table.</i> | |

a. No. of Staff/Arrangement: *1 Planner 2 Planners*
1 Planning Asst./ Planning Bd. Secretary 1 Assistant

I. The current office space is open and shared by both staff members and one supervisor.
II. The existing department employs one staff planner and one Planning Assistant for a total of 2 staff members.
III. In the future there could be an additional planner added.

b. Equipment & Furnishing Needs:

Copier
Printer
Telephone
Facsimile
Computer(s)
Network Connection(s)
Others: Drafting Table, Area to spread out maps/plats, large plotter.

5. Active Storage Requirements:

I. The office currently has 5 file cabinets, and the future needs would include adding two additional file cabinets for a total of 7.
II. The department requires a library or area for storage of large maps/ drawings.
III. The department could utilize a secure room approximately 80 S.F. for storage of files in boxes and paper supplies.

6. Archive/Dead Storage Requirements:

I. Files are currently being kept in the back room of the Title Co. Building.
II. The roof leaks in the file storage room and the existing bookshelves are not large enough for standing up documents for easy identification.
III. Any future archival storage room should be similar in size to the space they now occupy. These files do not need to be in a heated space.

7. Miscellaneous and Envisioning the Future:

I. The department could utilize an outdoor outlet to plug in their County car in the winter.
II. They require counter space for preparation of mailings.
III. They need an area for map hangers and large map storage.
IV. The department could use a conference room with A/V, internet connections, and conference call capabilities.
V. Need network to tax roll, doc. databases.
VI. Important for planners to have some quiet space for thinking and writing. Perhaps a quiet space not devoted to one person – an area in the library/ maps room?
VII. Possible field office in Big Sky?
VIII. Meeting area in Court Room for Planning Board meetings.

8. Plumbing Fixtures:

I. None

9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)

I. None

Department of Emergency Management

Existing Floor Area: 240

Floor Area Desired: 500 w/EOC

- I. General Function Description:
 - *Coordinates all public safety and emergency management functions within the County (e.g. Fire, Law Enforcement, Search and Rescue, Emergency Medical Service; Hazardous Material; Terrorism, Weapons of mass destruction, drought response). Oversees activity of the Local Emergency Planning Committee and is responsible for county-wide emergency and disaster planning and mitigation. Coordinates public safety communications activities within the County. Advises and assists the Board of Commissioners in coordination of all activities associated with disaster prevention, preparedness and emergency services. Formulates plans & strategies. Seeks and usually administers financial resources related to public safety and emergency management. Negotiates contracts & agreements relative to all of above.*
 - a. Public Contact: *High with most of it outside the office.*
 - b. County Departments that Contact is with:
 - High: *Board of Commissioners, Planning, Sheriff, Accounting/Bookkeeping, IT/GIS, Public Health*
 - Medium: *Treasurer; Grant Writer.*
 - Low: *All Others*
2. Specific Requirements

Type of Space: *Sometimes Noisy*
 Neighbors Desired: *Doesn't matter*
 Access from... *Corridor*
 Furnishings: *Somewhat Private*

3. Supervisor Functions:

	<u>Present</u>	<u>Future Needs</u>
a. No. of Supervisory Staff/Arrangement	<i>1/ Private Office</i>	<i>No Change</i>
b. Equipment & Furnishing:		
<i>Copier – (Access)</i>		
<i>Printer</i>		
<i>Facsimile – (Access)</i>		
<i>Telephone</i>		
<i>Computer(s)</i>		
<i>Network Connection(s)</i>		
Others:		

4. Staff Functions:

a. No. of Staff/Arrangement:	<i>No present staff</i>	<i>2 or 3/shared office</i>
------------------------------	-------------------------	-----------------------------

- I. *The future could see the addition of 2 or 3 part time staff members.*
- II. *A shared office would be adequate with sound mitigating measures to allow for a couple of conversations to take place in the office at one time. (i.e. partitions walls, cubicles, etc.)*



- b. Equipment & Furnishing Needs:
- Copier – (Access)*
 - Printer*
 - Facsimile – (Access)*
 - Telephone*
 - Computer(s)*
 - Network Connection(s)*
 - Others:
5. Active Storage Requirements:
- I. External storage for HazMat, CCC and DES equipment is sorely lacking. Need for a garage size storage facility or two smaller ones (one on each side of the mountains) is indicated.*
 - II. There is currently no vehicle storage for current or intended vehicles.*
 - III. Paper and electronic storage will be required in support of new EOC (paper and disc operations plans, data archives, maps and drawings, etc.) Also would like to have the capability to display charts and maps, either electronically or paper.*
6. Archive/Dead Storage Requirements:
- I. One to two file cabinets would be adequate for long term storage.*
7. Miscellaneous and Envisioning the Future:
- I. Badly need an Emergency Operations Center with associated communications, I/T, privacy and public interface capability. Data transmission, communications and power capabilities are major factors in design of the EOC.*
 - II. Security, including cyber-security is a major concern.*
 - III. Interface with and participation in public safety communications increasing in importance for the next few years.*
 - IV. Participation in subdivision review and similar growth-related processes increasing as the number of new subdivisions and homes itself is growing rapidly.*
 - V. Level of expectations of the newcomers in matters of public safety is considerably higher than that of the traditional county residents. A similar pattern exists at the state and federal level, all of which portends increased demands for emergency Mgt activity.*
 - VI. Future intention is to incorporate position of Public Safety Communications Coordinator into the staff. Proximity to EOC, Dispatch Center, I/T, etc. along with anticipated greatly increased demands for power and data transmission capabilities should be considered for both positions.*
 - VII. Frank's office needs to be close to the EOC.*
 - VIII. EOC should be located in close proximity to the Sheriff's Dispatch center.*
 - IX. There needs to be the EOC room with computers for all workers, room for the commissioners/ management, and a larger conference room for meeting with the people/ media.*
8. Plumbing Fixtures:
- I. None*
9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)
- I. EOC room will most likely require additional cooling.*

Detention Center

I. General Function Description:

Existing Floor Area: Approx. 1,140

Floor Area Desired:

The Detention Center will be used for the secure detention of inmates that are sentenced for incarceration through the Madison County courts system or have been arrested during the Sheriff's routine patrols in the County. Initially, inmates from the Department of Corrections will also be housed to maximize the use of the facility until Madison County's own needs require full use of the Detention Center.

The Madison County Detention Center requires 26-40 inmates, depending on cell arrangement and site constraints. The facility should be designed for holding prisoners more than 72 hours and will be supervised and managed by the LEF/Sheriff's Dept.

The Detention Center will consist of five major components:

- *Detention Administration; Law Enforcement (LEF)/Sheriff's Dept. (see LEF Space Program).*
- *Detention Staff/Corrections Officers.*
- *Prisoner Intake-Transfer-Release.*
- *Prisoner Housing, male and female, no juveniles, for over 72 hrs.*
- *Prisoner Housing Support, Control Center, Kitchen, Storage, Visitors, etc.*

Security is of the utmost importance for the safety of the staff, visitors, the public, and the prisoners. Sally ports, visual and electronic surveillance are required. Life safety issues, building codes, and the requirements of prison standards shall be met.

See County Department Function List & Area Summaries for Detention Components specific Functions/spaces required.

a. Public Contact: *Medium; prisoner visitors*

c. County Departments that Contact is with:

High: *LEF/Sheriff's Dept. (Sheriff's Office will continue as back up staff to corrections officers),*

Medium: *Maintenance, Commissioners?, Emergency Operations Department during emergencies (Control Center & 911/Dispatch functions).*

Low: *None*

2. Specific Requirements

Type of Spaces: *Noisy, Sometimes Noisy, Hard/Secure Surfaces*

Neighbors Desired: *Doesn't matter, Security Issues*

Access from... *Corridor, Admin. Only, Security Issues*

Furnishings: *Open, Visibility Issues*

3. Staff Functions:

Present

Future Needs

- c. No. of Staff/Arrangement: *2 on duty, shared office/control center* *No change, but 1 private off. Kitchen Staff-Indeterminate*

- III. Sheriff's Office will continue as back up staff to corrections officers.*
IV. Control Center would have on duty corrections officers w/ visual control of all prisoner cells. The Control Center would be "self-contained", with toilet, files, IT equipment, surveillance equipment, etc.
V. The Control Center would also contain the Dispatch/911 call center and the EOC during emergencies.
VI. A detention officer's office should be provided, possibly in conjunction with the Interview Room?
VII. A Medical Office/Dispensary for inmate examinations; it could be a curtained area of Booking?
VIII. Commissary and Laundry functions would not be accessible to inmates.
IX. Kitchen component should be designed as a reheat/serve Kitchen, with capabilities for on-site cooking.

- d. Equipment & Furnishing:

Copier
Printer – small possibly a larger laser printer
Telephone
Computer(s)
Network Connection(s) – Possibly with Treasurer's Office.

Others: Desk/work area etc.

4. Prisoner Functions:

- a. No. of Prisoners/Arrangement: *26-40 inmates, depending on cell arrangement and site constraints.*

Prisoner Intake:

Prisoner Vehicle Sally Port (short term for transfer of prisoners from vehicle to Prisoner Sally Port)

Prisoner Sally Port (will not be used for housing; temporary housing only).

Holding Cell (visual from Control preferred).

2 Trustee cells, 1 of which is "padded", single occupancy, overnight detention of min. security prisoners (visual from Control preferred).

Preferred Prisoner Housing Arrangement, for 38 inmates:

4 Women's cells, double occupancy.

8 Men's minimum security cells, double occupancy.

6 Men's medium security cells, double occupancy.

2 Maximum security/mental cells, single occupancy.

Indoor Recreation/Education and Program space.

Each "pod" of cells would have an accompanying dayroom for activities and food service.

No juvenile Detention envisioned.

Although not preferred, double tier cells will be acceptable for Prisoner Housing, except at Maximum security.



5. Active Storage Requirements:
 - I. *Storage of inmate records, Detention Center records, etc.*
 - II. *Detention Staff: lockers.*
 - III. *Prisoner Intake-Transfer-Release: see LEF program for Evidence Processing & Storage. Storage for prisoner property holdings, storage for prisoner uniforms, holding for soiled linens and laundry. Storage of drugs in Medical Office/Dispensary?*
 - IV. *Prisoner Housing: No storage.*
 - V. *Prisoner Housing Support: Control Center storage files, warming/serving Kitchen, Janitorial closets, Laundry.*
6. Archive/Dead Storage Requirements:
 - I. *2 years or older records require archiving of inmate and Detention Center records.*
7. Miscellaneous and Envisioning the Future:
 - I. *Detention/prisoner days required for Madison County will eventually fill the excess beds provided for DOC lease.*
 - II. *Possibility of a remote short-term Detention facility in the Big Sky area?*
 - III. *Remote arraignment of inmates from the Detention Center for the courts system, possibly from Interview Room?*
 - IV. *Kitchen served with pre-cooked meals from other County facilities, with capabilities for a "stand-alone" capability.*
8. Plumbing Fixtures:
 - I. *Detention Staff: staff toilets/shower.*
 - II. *Prisoner Intake-Transfer-Release: floor drains in sally port cells, holding and trusty cells, water services in change/shower room, staff toilet, medical office/dispensary, trusty cells stool/sink.*
 - III. *Prisoner Housing: stool/sink in each cell, common shower at each cell pod.*
 - IV. *Prisoner Housing Support: Control Center toilet, warming/serving Kitchen, Janitorial closets, Laundry, Visitors toilets.*
9. Miscellaneous Provision:
 - I. *Heating and air-conditioning for all facilities.*
 - II. *Prisoner Intake:*
Single Vehicle Sally Port.
Booking/finger printing.
 - III. *Prisoner Housing Support:*
General Storage.
Public Visiting.
Maintenance/Janitorial.

District Court

Existing Floor Area: *2661*

Floor Area Desired: *2970*

I. General Function Description:

- *Conducts hearings and trials in the courtroom.*
- *Conducts meetings/small conferences in the judge's chambers.*
- *Support staff office conducts general office duties including filing, clerical tasks, etc.*
- *Conduct hearings/trials in the courtroom as well as some meetings in the judge's chambers etc.*
 - a. Public Contact: *Medium/Low – Contact is mostly with attorneys, probations officers, etc.*
 - b. County Departments that Contact is with:
 - High: *District Court Clerk, County Attorney*
 - Medium: *Justice Court, Sheriff's Department, Juvenile Probation, Bookkeeping*
 - Low: *All Others*

2. Specific Requirements

Type of Space: *Quiet*
 Neighbors Desired: *Doesn't matter*
 Access from...: *Corridor, Admin. Only (2nd exit for Judge's Chamber)*
 Furnishings: *Somewhat Private, Very Private (Judge's Chamber)*

3. Supervisor Functions:

- | | <u>Present</u> | <u>Future Needs</u> |
|--|--|---------------------|
| a. No. of Supervisory Staff/Arrangement: | <i>1 Judge w/private office</i> | <i>No Change</i> |
| I. | <i>Currently the court has one District Court Judge that also serves two other surrounding counties.</i> | |
| II. | <i>Because of the multiple county jurisdiction, the judge is not in Madison County everyday.</i> | |
| III. | <i>There is no change in this arraignment in the foreseeable future.</i> | |
| IV. | <i>Currently the judge has a private chamber and one support staff office/reception area.</i> | |
| V. | <i>Currently the judge's chambers are not located directly adjacent to the courtroom and therefore the judge has to circulate through two other spaces to reach the courtroom.</i> | |
| VI. | <i>The judge does not have a second exit in case of emergency.</i> | |
| VII. | <i>There is currently some concern over the security of the judge's chamber, as it is too accessible to the general public.</i> | |
| b. Equipment & Furnishing: | | |
| Printer | | |
| Telephone | | |
| Computer(s) | | |
| Network Connection(s) | | |
| Others: | | |

4. Staff Functions:

- I. The court currently employs one Court Administrator that is responsible for scheduling court dates, overseeing correspondence, filing documents, overseeing secure storage, answering telephones, and receiving visitors.*
 - II. The court currently employs one Law Clerk who conducts research for the judge, gathers data from the law library and internet, and assists the judge with trial preparation and paperwork.*
 - III. Because of the very limited space in the current courthouse, the Law Clerk never comes to Madison County and stays in Dillon.*
- a. No. of Staff/Arrangement: *I Law Clerk/ No Office* *I Law Clerk/ Private Office*
I Court Administrator/ Shared Office *I Court Administrator office/ reception*
- I. The future would ideally provide a private office space for the Law Clerk.*
 - II. Currently the Court Administrator does not have any counter space or receiving area for visitors. In addition, the judge's chamber can be accessed off of the Court Administrator's space without any security measures whatsoever.*
 - III. The Court Administrator would have a reception area with a counter to receive visitors. The access to the judge's chamber would be behind the counter to add some security.*
- c. Equipment & Furnishing Needs:
- Network Connection(s)*
 - Telephone*
 - Printer*
 - Computer(s)*
 - Others:*

5. Active Storage Requirements:

- I. The court currently does not have any storage space other than file cabinets in the office spaces.*
- II. A lot of the court's files are currently being stored off-site in the Law Clerk's office.*
- III. The court does require a secure location for file storage. This space would ideally be a minimum of 80 S.F. in size.*
- IV. Need to provide space in the future for the current Law Library. The current Law Library shelving is 18 linear feet and is 8' tall. The Law Library may become electronic in the future, however, until such time a space needs to be provided for the public and court's use.*

6. Archive/Dead Storage Requirements:

- I. The files are currently being kept in the Clerk's office.*
- II. Could be stored in same 8' x 10' secure room or "closet" as stated above.*

7. Miscellaneous and Envisioning the Future:

- I. Currently there is too much intermingling between all parties involved in the trial process. Ideally the following would be provided to minimize this intermingling:*
 - a. Provide a private toilet room the judge to eliminate the possibility of the judge being in the same room with any of the parties involved in a trial.*
 - b. Provide a small room for attorney/ client/ witness consultations.*
 - c. The current Jury Room does not have separate bathrooms for only the Jury's use. Ideally the future would provide for separate bathrooms for the Jury's use.*
- II. Provide for the possible use of video conferencing.*

- III. Provide a buffer area in the entrance between the public entrance and the judge's chambers and reception area. Currently the public can too easily access the judge's chambers and reception area.*
 - IV. Office space for the Law Clerk.*
 - V. More direct/adjacent access to the courtroom for the judge – presently the judge travels through 2 occupied offices/spaces to get to the courtroom.*
8. Plumbing Fixtures:
- I. Toilet/lavatory in judge's toilet room.*
9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)
- I. None*

Grant Writing

Existing Floor Area: *180 Office*

Floor Area Desired: *230*

I. General Function Description:

- Oversees, researches, and writes grants for Madison County
- General office functions/ duties, including clerical, filing, paperwork etc.
- Current office is in the Title Company house.

a. Public Contact: *Low – However, public contact is increasing.*

b. County Departments that Contact is with:

High: *County Commissioners*

Medium: *Bookkeeping, Treasurer, County Commissioners*

Low: *All other county offices*

2. Specific Requirements

Type of Space: *Quiet*

Neighbors Desired: *Quiet*

Access from... *Doesn't Matter*

Furnishings: *Somewhat Private*

3. Supervisor Functions:

	<u>Present</u>	<u>Future Needs</u>
a. No. of Supervisory Staff/Arrangement:	<i>1 / semi-private office</i>	<i>1 / private office</i>

- I. *The current Grant Writing office is in a room which is also the copy room for other offices.*
- II. *Due to the nature of the department's tasks, the department needs to have a quiet private space in the future.*

b. Equipment & Furnishing:

Copier - Shared

Printer

Telephone

Computer(s)

Network Connection(s) – Uses the internet a lot.

Others: *Desk, work area.*

4. Staff Functions:

a. No. of Staff/Arrangement: *Currently No Staff* *2 Additional Staff*

- I. *Currently the department does not employ any staff.*
- II. *The future could see the addition of 2 staff members.*

b. Equipment & Furnishing Needs:

Copier - Shared

Printer

Telephone

Computer(s)

Network Connection(s) – Uses the internet a lot.

Others: *Desk, work area.*

5. Active Storage Requirements:

- I. *The department currently utilizes only half a filing cabinet for active storage.*
- II. *In addition to filing cabinets, the department also has 2 small book shelves for grant books, grant notebooks, etc.*

6. Archive/Dead Storage Requirements:

- I. *Due to the young age of the department, the archival/ dead storage requirements are fairly small.*
- II. *Currently utilizes a small bookshelf for their archive/ dead file storage.*
- III. *Could possibly add an additional file cabinet for archival/ dead file storage.*

7. Miscellaneous and Envisioning the Future:

- I. *In the future, the department suggested making the grant library more accessible to the general public.*

8. Plumbing Fixtures:

- I. *None*

9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)

- I. *None*

I.T./G.I.S.

Existing Floor Area: *240 Office*

Floor Area Desired: *390*

I. General Function Description:

- Oversees and maintains all county computer IT and GIS systems
- Maintains and deploys all new county computers.
- Some general office functions/ duties, including clerical, filing, paperwork etc.
- Currently located in the Title Co. building.
- Currently shares an office space with County Planning office.

a. Public Contact: *Low*

b. County Departments that Contact is with:

High: *Planning Office, Sanitarian (G.I.S. systems requirements)*

Medium: *By virtue of the job, Karen interacts with everyone regularly.*

Low: *None*

2. Specific Requirements

Type of Space: *Quiet*

Neighbors Desired: *Quiet For Concentration*

Access from... *Corridor, Other (Could be through other office etc.)*

Furnishings: *Open, Somewhat Private (Dependant on office)*

3. Supervisor Functions:

	<u>Present</u>	<u>Future Needs</u>
a. No. of Supervisory Staff/Arrangement:	<i>1 / shared office</i>	<i>1 / possible private office/ work area</i>

I. The existing supervisor shares an open office with County Planning and has a semi-private workstation.

II. In the future, a private office could be utilized.

III. Currently the department does not have a dedicated area for working on and deploying computers. A dedicated space for use by only the department would be ideal.

b. Equipment & Furnishing:

Copier - Shared

Printer

Telephone

Computer(s)

Network Connection(s) – Uses the internet a lot.

Others: Storage for (N) computers, work bench for computer maintenance/ (N) computer deployment.

4. Staff Functions:

a. No. of Staff/Arrangement: *No Current Staff* *1 possible/shared office*

- I. The existing department does not employ any staff.*
- II. The future could see the addition of one staff member in the shared office with the supervisor.*

b. Equipment & Furnishing Needs:

Copier - Shared

Printer

Telephone

Computer(s)

Network Connection(s) – Uses the internet a lot.

Others: Storage for (N) computers, work bench for computer maintenance/ (N) computer deployment.

5. Active Storage Requirements:

- I. Currently the main file backup tapes for the entire courthouse are put into an existing fireproof safe in the courthouse I.T. room.*
- II. Need a space for storage of old computers, key boards, ports, cables, etc.*
- III. Would utilize a possible storage room with shelves on each side for the above items.*

6. Archive/Dead Storage Requirements:

- I. Could utilize a small area for software disk storage etc. (Possibly just a typical file cabinet.)*

7. Miscellaneous and Envisioning the Future:

- I. The department needs and area for setting up and deploying new computers to county staff.*
- II. The department would like a communications closet on each floor for future network/IT needs.*

8. Plumbing Fixtures:

- I. None*

9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)

- I. Possibly move the server to another location with A/C and dust control.*

Justice Of The Peace

Existing Floor Area: 360

Floor Area Desired: 900

- I. General Function Description:
 - *A limited Jurisdiction Court.*
 - CIVIL – *Hearings, Bench Trials and Jury Trials are held on the following civil cases:*
 - o *Civil cases (Maximum \$7,000), Small Claims Cases (Maximum \$3,000), Order of Protection*
 - CRIMINAL – *Hearings, Bench Trials & Jury Trials on the following Criminal Cases:*
 - o *MISDEMEANOR CRIMINAL CASES – Initial appearances, Arraignments, Show Cause Hearings, Revocations Hearings, Bench Trials and 6 Person Jury Trials.*
 - o *FELONY CRIMINAL CASES – Initial Appearance and Preliminary Hearings.*
 - o *COURTESY APPEARANCES – Courtesy Appearances for Prisoners held on Warrants from other jurisdictions.*
 - *Justice Court has interaction with the Public, County Attorney, Public Defender Office, Juvenile Probations, Law Enforcement Officers, Victim Advocate, Alcohol/ Drug Compliance Officer, Clerk of Court, SW Montana Mediation Personnel, Victim Impact Program Supervisor and Community Service Supervisors.*
 - a. Public Contact: *High*
 - b. County Departments that Contact is with:
 - High: *Law Enforcement, County Attorney, Public Defender, Defense Attorneys, Victim Advocate*
 - Medium: *Victim Adv. Program Supervisor, Alcohol/ Drug Compliance Officer, Mediators, Juv. Probation*
 - Low: *Community Service Supervisors, Clerk of District Court.*

2. Specific Requirements

Type of Space: *Quiet*
 Neighbors Desired: *Quiet*
 Access from...: *Corridor*
 Furnishings: *Open, Very Private (Dependant on office function)*

3. Supervisor Functions:

- | | <u>Present</u> | <u>Future Needs</u> |
|---|--------------------------------|--------------------------------|
| a. No. of Supervisory Staff/Arrangement: | <i>1 Judge / shared office</i> | <i>1 Judge/ Private Office</i> |
| I. <i>Justice Court currently shares the District Court Room with District Court when it's available.</i> | | |
| II. <i>Ideally, in the future Justice Court would have their own dedicated court room.</i> | | |
| III. <i>Due to the existing courthouse space constraints, the Justice of the Peace is forced to share her chamber with the support staff member as well as sharing the courtroom. This is not conducive to bench trials, etc.</i> | | |
| b. Equipment & Furnishing: | | |
| <i>Copier - Shared</i> | | |
| <i>Printer</i> | | |
| <i>Telephone</i> | | |
| <i>Computer(s)</i> | | |
| <i>Network Connection(s) – Uses the internet a lot.</i> | | |
| <i>Television/ VCR – (Accessible)</i> | | |
| <i>Others: Video Conferencing capability in future, Desk, Work Area, Etc.</i> | | |



4. Staff Functions:
 - a. No. of Staff/Arrangement: *1 / shared office with J.P. 2 / 1 Shared Office*
 - I. Currently the court employs one Clerk who shares an office/ chamber with the judge.*
 - II. This current arrangement is unacceptable and needs to be changed in the future.*
 - III. The future could see the addition of a Court Compliance Officer whom can share an office space with the Clerk.*
 - b. Equipment & Furnishing Needs:
 - Copier - Shared*
 - Printer*
 - Telephone*
 - Computer(s)*
 - Network Connection(s) – Uses the internet a lot.*
 - Television/ VCR – (Accessible)*
 - Others: Desk, work area, etc.*
5. Active Storage Requirements:
 - I. With the increasing case load, they need more room for active files than they currently have.*
6. Archive/Dead Storage Requirements:
 - I. Currently they have archive storage in the attic.*
7. Miscellaneous and Envisioning the Future:
 - I. NEED: Judge should have separate chambers from the Clerk's office, however needs to be close/ adjacent to the hearing room. It is very distracting during hearings when the public is appearing to pay fines and the phone is ringing.*
 - b. Justice Court should have a separate and easily accessible Small Courtroom and Jury Room.*
 - i. Court Room/ Hearing Room could be for conference/ hearings, with a raised bench, flags, etc.*
 - c. SECURITY IS AN ISSUE: Presently prisoners are transported through the public in the Courthouse for their appearances in Court.*
 - II. The judge would like to be able to exit the courtroom before the defendant etc. Currently, they often meet at the doorway right after sentencing, this is a security concern.*
 - III. New jury room w/ adjacent bathrooms for only their use during deliberations. Jury room could be joint use with District Court and possibly the sheriff's office, as well as a general conference room.*
 - IV. Separate clerk room w/ office equipment.*
 - V. Court Compliance officer could also utilize a small work station.*
8. Plumbing Fixtures:
 - I. None*
9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)
 - I. None*

Law Enforcement/Sheriff's Office

Existing Floor Area: 1,324

Floor Area Desired:

1. General Function Description:

The mission of the Madison County Sheriff's Office and law enforcement staff is to serve and protect the citizens and property in Madison County. Duties include endorsing and serving the civil process, managing and maintaining the security of the detention center and its inmates, managing the Dispatch Center, coordination and supervision of the Search and Rescue units, and perform the duties of the County Coroner and County Fire Warden.

See County Department Function List & Area Summaries for LEF Administration specific Functions/spaces required.

a. Public Contact: *High/Lobby Reception function required.*

d. County Departments that Contact is with:

High: *County Attorney, District Court, Justice Court, County Commissioners, Dispatch Center, EOC Management and maintaining the security of the Detention Center and its inmates*

Medium: *Book Keeping, County Treasurer*

Low: *County Health, Sanitation*

2. Specific Requirements

Type of Spaces: *Sometimes Noisy*

Neighbors Desired: *Quiet*

Access from... *Corridor*

Furnishings: *Somewhat Private*

3. Supervisor Functions:

	<u>Present</u>	<u>Future Needs</u>
e. No. of Supervisory Staff/Arrangement:	<i>2</i>	<i>2</i>
	<i>Sheriff & Undersheriff</i>	<i>Undersheriff & Captain, DO Private offices</i>

f. Equipment & Furnishing:

Printer

Telephones

Computer(s)

Network Connection(s)

4. Staff Functions:

- a. No. of Staff/Arrangement: 1 2
Admin. Assist. *Detention Super., 911*

Coordinator

Officers work center for reporting, paperwork, etc.- 3 stations min.
Reception/waiting area for visitors, with Admin. Assit.

- d. Equipment & Furnishing Needs:
Copier
Printer – small possibly a larger laser printer
Telephone
Computer(s)
Network Connection(s) – Possibly with Treasurer's Office.
Audio Visual capabilities at training/classroom.

Others: *Desk/work area etc.*

5. Active Storage Requirements:
I. Evidence storage and protocol processing.
II. Armory for small arms and ammunition.
III. Staf/patrollers lockers
IV. Storage for current case files and records.
V. Storage for misc. supplies, forms, etc.
VI. Janitorial.
6. Archive/Dead Storage Requirements:
I. Old case and civil files.
II. SO files.
7. Miscellaneous and Envisioning the Future:
I. LEF staff will continue to grow as Madison County population and needs expand.
II. LEF staff will continue as back-up to the Detention Center's corrections officers.
III. Closer association with Emergency Operations Center and Dispatch Center.
IV. Greater use of new technologies.
V. Satellite facility serving the Big Sky complex?
8. Plumbing Fixtures:
I. HC Restrooms for public use.
II. Staff Toilets with private shower, male and female.
III. Kitchenette with Break room.
9. Special Needs:
I. Dispatch Center (could be combined with the Detention Center's Central Control).
II. Break room for staff.
III. Conference/training/classroom.
IV. Exercise Room for physical conditioning.



Maintenance

- I. General Function Description:
- Existing Floor Area: *600*
Floor Area Desired: *500 S.F. Outside*
100 S.F. Office
- *Maintenance of county buildings (School House, Title Buildings, Courthouse, etc.)*
 - *Snow Removal*
 - *Grass/ landscaping maintenance*
 - *Cleaning of the Courthouse basement facilities not including the jail cells.*
- a. Public Contact: *High*
- b. County Departments that Contact is with:
High: *Involved with almost all county departments on a daily basis.*
Medium:
Low:
2. Specific Requirements
- Type of Space: *Noisy*
Neighbors Desired: *Doesn't matter*
Access from...: *Corridor, Other*
Furnishings: *Open*
3. Supervisor Functions:
- | | <u>Present</u> | <u>Future Needs</u> |
|--|-----------------------------|---------------------------|
| a. No. of Supervisory Staff/Arrangement: | <i>1 w/a private office</i> | <i>1 w/private office</i> |
- IV. *Currently has a small private office without room for file cabinets, computer, etc.*
- V. *In the future, the department could utilize a larger office, enough to accommodate a file cabinet, small desk, computer, phone etc.*
- b. Equipment & Furnishing:
Printer
Telephone
Computer(s)
Network Connection(s)
Others:
4. Staff Functions:

- a. No. of Staff/Arrangement: *Currently 1 cleaning staff Future - 1 full time and 1 part time cleaning staff*
- b. Equipment & Furnishing Needs:
None
Others:
5. Active Storage Requirements:
 - I. *Most supplies, with exception of a small few, are being stored outside in the southwest storage building.*
 - II. *Currently there is paint/lacquer stored in the basement that needs to be moved and stored in a safer more secure location*
 - III. *Need storage on every floor for storage of cleaning supplies at least 12 S.F. in size.*
6. Archive/Dead Storage Requirements:
 - I. *Some supplies/equipment are moved to the Alder shop during the winter and summer months.*
7. Miscellaneous and Envisioning the Future:
 - I. *Outside storage for nuts, bolts, snow removal equip. etc. at least 20' X 25'.*
 - II. *Outside are needs to be heated for painting, wood working etc.*
8. Plumbing Fixtures:
 - I. *Mop/janitorial sink in janitor closets.*
 - II. *An entire building fire sprinkler fire system installed in the courthouse is needed to mitigate fire concerns.*
9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)
 - I. *An alarm/camera system for securing the building during the evening/night hours would be advantages.*

Public Assistance

I. General Function Description: Existing Floor Area: *300*
Floor Area Desired: *300*

- *Interview clients to determine eligibility for assistance of food stamps, support, etc.*
- *General office functions including paperwork, small conferences, computer stations etc.*

- a. Public Contact: *Medium – due to the large county and long distance travel of clientele.*
- b. County Departments that Contact is with:
High: *None*
Medium: *Public Health Office*
Low: *All others*

2. Specific Requirements

Type of Space: *Quiet for Interviews, etc.*
Neighbors Desired: *Doesn't matter, however not near a lot of traffic*
Access from...: *Corridor*
Furnishings: *Open*

3. Supervisor Functions:

	<u>Present</u>	<u>Future Needs</u>
a. No. of Supervisory Staff/Arrangement:	<i>/</i>	<i>/</i>

- I. Due to the location of the office in Virginia City, as well as size and demand of the office, there isn't a traditional office setting consisting of Supervisory and Staff.*
- II. Generally, there is a maximum of two employees present at the office at any one time.*
- III. There will be no change in this arrangement in the foreseeable future.*

- b. Equipment & Furnishing:
Copier
Printer
Telephone
Facsimile
Computer(s)
Network Connection(s) (To the state network)
Others:

4. Staff Functions:

a. No. of Staff/Arrangement:

****See Item 3 above.**

c. Equipment & Furnishing Needs:

Copier

Printer

Telephone

Facsimile

Computer(s)

Network Connection(s) (To the state network)

Others:

5. Active Storage Requirements:

I. Open/ Active files consist of a minimum (2) 5-Drawer file cabinets.

II. There needs to be an area to store/display brochures for client use.

III. Need to provide an area for forms that are used everyday. (Could possibly be ½ a file cabinet.)

6. Archive/Dead Storage Requirements:

I. 3 year and 7 year closed files are currently being stored on the second floor of the schoolhouse.

7. Miscellaneous and Envisioning the Future:

See no change in foreseeable future.

8. Plumbing Fixtures: *None*

9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting) *None*



Public Health Office

Existing Floor Area: *414*

Floor Area Desired: *650*

I. General Function Description:

- *Health Department for entire Madison County*
- *Administers immunizations, flu shots, emergency preparedness, dental screenings, school nurse etc.*
- *The department currently shares an office with Public Assistance*
- *In addition to medical supply storage, general office functions including paperwork, small conferences, computer stations etc.*

a. Public Contact: *High/Low – High by phone, and low by walk-in.*

b. County Departments that Contact is with:

High: *Emergency Management, Treasurer, Bookkeeping*

Medium: *Sanitarian, Commissioners*

Low: *All other departments*

**** Due to the confidentiality of the patients, the department would prefer to not be located within the courthouse.**

2. Specific Requirements

Type of Space: *Doesn't Matter*

Neighbors Desired: *Doesn't matter, however not near a lot of traffic*

Access from... *Corridor*

Furnishings: *Open as well as Very Private spaces, i.e. patient exam areas.*

3. Supervisor Functions:

Present

Future Needs

a. No. of Supervisory Staff/Arrangement: *I administrator/shared office* *I/shared or private*

- I. The county employs one administrator that oversees the Health Department.*
- II. Currently the administrator shares an open office space with the school nurse.*
- III. In the future, the administrator could utilize either a private or shared office space.*

b. Equipment & Furnishing:

Copier

Printer

Telephone

Facsimile

Computer(s)

Network Connection(s)

Television/VCR – Possible for training/ education in exam room.

Others: Large desk, bookshelves, file cabinets, storage cabinets.

4. Staff Functions:



- a. No. of Staff/Arrangement: *Currently 1 nurse/shared office an additional nurse/shared office*
 - I. *The county currently employs one school nurse.*
 - II. *The future could see one additional school nurse added with a workstation in the open/shared office space.*
- b. Equipment & Furnishing Needs:
 - Copier*
 - Printer*
 - Telephone*
 - Facsimile*
 - Computer(s)*
 - Network Connection(s)*
 - Others: *Large desk, bookshelves, file cabinets, storage cabinets.*
5. Active Storage Requirements:
 - I. *4 file cabinets*
 - II. *2-3 large bookshelves*
 - III. *Storage cabinets for supplies.*
 - IV. *Full sized refrigerator for immunizations.*
 - V. *They have a lot of storage in the Ennis hospital.*
 - VI. *Pamphlet holder*
6. Archive/Dead Storage Requirements:
 - I. *4 file cabinets.*
 - II. *Very confidential, need locked file cabinets.*
7. Miscellaneous and Envisioning the Future:
 - I. *Ideal situation would be to add an exam room where the nurse could give immunizations in private. They could then expand their services to include planned parenthood, STD testing, etc.*
 - II. *Exam room would also house a full sized refrigerator for storage of immunizations.*
 - III. *Small table for private consultations in the exam room.*
 - IV. *Separate the immunization/exam area from the entrance/waiting area.*
8. Plumbing Fixtures:
 - I. *Small sink in exam room*
9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)
 - I. *Good lighting in the exam room.*
 - II. *Current office space heat is very difficult to control.*

Sanitarian

Existing Floor Area: *526 (85 storage)*

Floor Area Desired: *750-800 S.F.*

I. General Function Description:

- *Coordinates and oversees solid waste, junk vehicles, floodplain management, subdivision reviews over 20 acres, etc.*
- *Issues and inspects currently 194 licensed establishments, issues septic and construction permits.*
- *General office functions including paperwork, small conferences, computer stations etc.*
- *Some small conference/ meetings.*

a. Public Contact: *High*

b. County Departments that Contact is with:

High: *Bookkeeping, Treasurer Office*

Medium: *Clerk & Recorder*

Low: *Commissioners, County Planning*

2. Specific Requirements

Type of Space: *Noisy*

Neighbors Desired: *Doesn't matter*

Access from... *Corridor*

Furnishings: *Open and Somewhat Private*

3. Supervisor Functions:

Present

Future Needs

a. No. of Supervisory Staff/Arrangement: *1 w/private office* *2 w/private offices*

- I. The county employs one Sanitarian that oversees the office staff.*
- II. Current supervisor shares an open office space with staff.*
- III. The future could see the addition of one supervisor.*
- IV. Both supervisors would ideally have their own private offices.*

b. Equipment & Furnishing:

Copier – (access to a copier)

Printer

Telephone

Facsimile – (access to a facsimile)

Computer(s)

Network Connection(s)

Others:

4. Staff Functions:



a. No. of Staff/Arrangement: *1 present* *2 possible staff in the future*

- I. The county currently employs one staff member to assist the supervisor.*
- II. The future could see the addition of one more staff member.*
- III. The staff currently shares an open office space and would continue to do so in the future.*

b. Equipment & Furnishing Needs:

Copier – (access to a copier)

Printer

Telephone

Facsimile – (access to a facsimile)

Computer(s)

Network Connection(s)

Others:

5. Active Storage Requirements:

- I. The department currently utilizes 11 standard file cabinets for their active storage.*
- II. The future could see the addition of 3 or more file cabinets.*

5. Archive/Dead Storage Requirements:

- I. The department currently utilizes two small closets for their archival storage that have a combined area of 96 S.F.*

7. Miscellaneous and Envisioning the Future:

- I. Adding 3 or more file cabinets.*
- II. Adding one additional staff member.*
- III. Possibly adding a satellite office location in Big Sky*

8. Plumbing Fixtures:

None

9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)

None



Superintendent of Schools

Existing Floor Area: **220**

Floor Area Desired: **210**

I. General Function Description:

- Oversees and administers school business for all the schools in the county.
- General office functions including paperwork, small conferences, computer stations etc.
- Superintendent of Schools is supervised and is part of the Treasurer's Department.
- Currently shares office space with the Weed Department in the old schoolhouse.

a. Public Contact: **Low**

b. County Departments that Contact is with:

High: **Treasurer (oversees the Superintendent of Schools)**

Medium: **None**

Low: **Generally low contact with all other county departments.**

2. Specific Requirements

Type of Space: **Quiet**

Neighbors Desired: **Doesn't matter**

Access from... **Doesn't Matter**

Furnishings: **Open**

3. Supervisor Functions:

	<u>Present</u>	<u>Future Needs</u>
a. No. of Supervisory Staff/Arrangement:	<i>1 part time / shared office</i>	<i>No Change</i>

- I. Existing department consists of only one School Superintendent with no staff members.*
- II. Currently sharing an open office space with the county Weed department.*
- III. The office is separated from the courthouse and Treasurer's office, it would be ideally located directly adjacent to the Treasurer's office, possibly in a private office space or workstation.*

b. Equipment & Furnishing:

Copier - Shared

Printer

Telephone

Facsimile - Shared

Computer(s)

Network Connection(s)

Others: Desk, works area, seating area.

4. Staff Functions:



a. No. of Staff/Arrangement: *No Staff* *No Change*

I. The department currently does not employ any staff members and does not see that changing in the foreseeable future.

b. Equipment & Furnishing Needs:
Others:

5. Active Storage Requirements:

- I. The department needs some wall space for displaying of school district maps.*
- II. Currently uses several small book shelves for District Study Books, school manuals etc.*

6. Archive/Dead Storage Requirements:

- I. The department has many boxes of archived material are in the attic space of the old school house.*
- II. The department could utilize some built in storage shelves/ cabinets for storage of the historic ledgers etc. (The ledger dimensions are 14" x 18"). Ideally the ledgers would be in a fireproof space because of their historic significance.*

7. Miscellaneous and Envisioning the Future:

- I. Unfortunately, due to the inaccessibility of the courthouse, the county spelling bee had to be moved out of the historic courtroom where it has been held for many years. The department would like to see it again held in the courtroom.*

8. Plumbing Fixtures:

- I. None*

9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)

- I. The old records storage is light sensitive and possibly temperature/ humidity sensitive.*

Treasurer

Existing Floor Area: 1100 (64 is vault space)

Floor Area Desired: 1130

I. General Function Description:

- Oversees and coordinates the payment of county taxes.
- Facilitates motor vehicle payments and distribution/ payment of vehicle license plates.
- Oversees and coordinates receiving and transfer of all county money.
- General office functions including paperwork, small conferences, computer stations etc.

a. Public Contact: High

b. County Departments that Contact is with:

High: Clerk and Recorder, Appraiser/ Assessor, Bookkeeping

Medium: Sanitarian, County Planner

Low: Clerk of Court, Sheriff, Weed department.

2. Specific Requirements

Type of Space: Sometimes Noisy

Neighbors Desired: Doesn't matter

Access from... Corridor

Furnishings: Somewhat Private

3. Supervisor Functions:

	<u>Present</u>	<u>Future Needs</u>
a. No. of Supervisory Staff/Arrangement:	1 / shared office	Same

I. Currently, computers are heavily used now for all day to day business. This need should not change in the future and may even increase.

II. The County Treasurer supervisor currently shares an open office space with one staff member, this would not change in the future.

b. Equipment & Furnishing:

Copier - Shared

Printer

Facsimile

Telephone

Computer(s)

Network Connection(s)

Others: General office furniture, desks, chairs, etc.

4. Staff Functions:



a. No. of Staff/Arrangement: *3/shared office* *No change*

- I. Because of the heavy use of computers, and the possible increase of some services going to the computers such as license plat renewal, there is no change in the number of staff in the future.*
- II. Currently there are two staff members with workstations in the main office space where the public walk up window is located.*
- III. The staff seating arrangement will not change in the foreseeable future.*

b. Equipment & Furnishing Needs:

Copier - Shared

Printer

Facsimile

Telephone

Computer(s)

Network Connection(s)

Others: General office furniture, desks, chairs, etc.

5. Active Storage Requirements:

- I. The department currently utilizes one vault space where 10-15 years of records are stored.*
- II. License plates are currently stored outside in one of the sheds, if they are demolished, the plates will need to be moved inside and a storage area provided.*
- III. Vault storage for records, receipts, cash etc. could be doubled to accommodate future growth. This could possibly be located off site.*

6. Archive/Dead Storage Requirements:

- I. Storage for records older than 30 years.*

7. Miscellaneous and Envisioning the Future:

- I. They may begin to administrate driver licensing/photos. They will need a space to take photos etc.*
- II. The future needs of space will not be for more staff, but for more file & record storage/ vault space.*
- III. Can the file cabinets in the S.W. corner of the main space be moved for better traffic flow through office?*
- IV. Need a semi-quiet location for phone conversations while others are dealing with customers at the window.*

8. Plumbing Fixtures:

- I. None*

9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)

- I. Need a security button linked to sheriff's office.*
- II. State my require different equipment in the future, however they feel they can accommodate it.*

Victim's AdvocateExisting Floor Area: *Approx. 80*Floor Area Desired: *310*

I. General Function Description:

- *The department works with victims and witnesses of crimes who are involved in trials.*
- *They are liaisons between witnesses, victim's, and justice system.*
- *Conducts small consultations/ meetings with public.*
- *General office functions including paperwork, small conferences, computer stations etc.*
- *High level of privacy involved with the office.*

a. Public Contact: *High*

b. County Departments that Contact is with:

High: *District Attorney, Law Enforcement, Justice community (the courts).*Medium: *Bookkeeping, Treasurer, District Court Judge*Low: *Commissioners*

2. Specific Requirements

Type of Space: *Quiet*Neighbors Desired: *Quiet*Access from... *Corridor*Furnishings: *Very Private*

3. Supervisor Functions:

PresentFuture Needsa. No. of Supervisory Staff/Arrangement: *1 administrator/ shared office* *No change/ private*

- I. Currently, the county employs only one administrator.*
- II. The administrator currently shares an office space with Juvenile Probation due to the space constraints of the existing courthouse.*
- III. Because of the confidential nature of the department, a shared office with other departments is not ideal. |*

b. Equipment & Furnishing:

*Printer – Can be shared**Telephone**Computer(s)*Others: *Desk/ table for meeting with clients.*

4. Staff Functions:

a. No. of Staff/Arrangement: *No staff at this time* *an additional staff possible/ shared office*

- I. The department does not employ any staff at the present time.*
- II. A staff member could possibly be added in the distant future and could share an office space with the administrator.*

b. Equipment & Furnishing Needs:

Printer – Can be shared

Telephone

Computer(s)

Others: Desk/ table for meeting with clients.

5. Active Storage Requirements:

- I. The current active storage is very minimal, they possibly only use one file cabinet and could increase to two file cabinets in the foreseeable future.*

6. Archive/Dead Storage Requirements:

- I. The department has no archival storage requirements at this time.*

7. Miscellaneous and Envisioning the Future:

- I. The department needs a private phone and office because of the privacy issues associated with their function.*
- II. The department needs a desk/ table for meetings/ consultations with clients.*
- III. Ideally, the department would have an interview room with one-way mirror capability for video taping and watching of interviews. (Possibly share with the Sheriff's department?)*

8. Plumbing Fixtures:

- I. None*

9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)

- I. None*

Weed Department

Existing Floor Area: 700

Floor Area Desired: 500

I. General Function Description:

- *The Weed Department coordinates the County Weed program.*
- *Conducts meetings with the County Weed Board, program personnel, and landowners in its current office.*
- *The office is often used as a sort of "transfer station" between the county and landowners. Due to this aspect, they sometimes have chemicals stored in the office for very short periods of time.*
- *General office functions including paperwork, small conferences, computer stations etc.*
- *Currently the department has a small conference table for board meetings etc.*
- a. Public Contact: *Low – with the addition of staff members this may increase.*

b. County Departments that Contact is with:

High: *County Planning*

Medium: *Minimal contact with most departments*

Low: *Occasionally with the Commissioners*

2. Specific Requirements

Type of Space: *Sometimes Noisy*

Neighbors Desired: *Quiet*

Access from...: *Corridor*

Furnishings: *Open*

3. Supervisor Functions:

Present

Future Needs

a. No. of Supervisory Staff/Arrangement: *1 sup./open shared office*

No Change

I. The department currently employs one supervisor.

II. The supervisor shares an open office with staff member in their existing office space.

III. The future would maintain the open office with a workstation provided for the supervisor.

b. Equipment & Furnishing:

Copier

Printer

Telephone

Facsimile

Computer(s)

Network Connection(s)

Others: Desk, work area, etc.

4. Staff Functions:



a. No. of Staff/Arrangement: *Currently 1.5 support staff* *No Change*

- I. *The department currently employs one full time staff member and one ½ time staff member.*
- II. *The staff shares the common open office with all other employees. The open office situation would stay the same in the future.*

b. Equipment & Furnishing Needs:

Copier

Printer

Telephone

Facsimile

Computer(s)

Network Connection(s)

Others: Desk, work area, etc.

5. Active Storage Requirements:

- I. *They currently have a few file cabinets, some minimal shelving for books etc. The active storage is fairly minimal.*
- II. *The department requires some display space for brochures, flyers, etc.*
- III. *They currently utilize 3 file cabinets, and a small are for storage of maps.*
- IV. *Active storage requirements in the future will not increase much from what they currently are.*

6. Archive/Dead Storage Requirements:

- I. *They are currently utilizing the second floor of the school house.*
- II. *Several file cabinets, but overall minimal.*
- III. *Current Alder shop is very tight and is too small to store all vehicles and equipment. They would like to see and addition and upgrade to the Alder Weed Shop. (2 trucks are currently being stored @ the Old Road shop in Alder during the winter months.)*

7. Miscellaneous and Envisioning the Future:

- I. *Biggest future need is the Alder shop.*
- II. *Accessibility issues.*
- III. *They are sometimes a herbicide distribution center.*

8. Plumbing Fixtures:

- I. *None*

9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)

- I. *None*

Youth Probation

Existing Floor Area: *Approx. 187 (Shared)*

Floor Area Desired: *170*

I. General Function Description:

- *The department conducts legal matters in youth cases as required by law.*
- *They conduct small conference/ consultations.*
- *General office functions including paperwork, small conferences, computer stations etc.*

a. Public Contact: *Low*

b. County Departments that Contact is with:

High: *Clerk of Court, District Judge, Justice of the Peace.*

Medium: *Law Enforcement.*

Low: *Commissioners, Bookkeeping*

2. Specific Requirements

Type of Space: *Quiet*

Neighbors Desired: *Quiet*

Access from... *Corridor*

Furnishings: *Somewhat Private*

3. Supervisor Functions:

	<u>Present</u>	<u>Future Needs</u>
a. No. of Supervisory Staff/Arrangement:	<i>1 / shared office</i>	<i>No Change</i>

- I. Currently employs only one supervisor and no staff members.*
- II. There will be no increase in staff for the foreseeable future.*
- III. The department is currently sharing an office with Victim's Advocacy and the Law Library.*
- IV. Due to the confidentiality of the department, sharing an office with another department is not ideal.*

b. Equipment & Furnishing:

Telephone

Computer(s)

Network Connection(s)

Others: *Desk, works area, seating area.*

4. Staff Functions:

a. No. of Staff/Arrangement:	<i>No Staff</i>	<i>No Change</i>
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- I. The department does not employ any staff members and will not employ any for the foreseeable future.*



5. Active Storage Requirements:
 - I. Currently use 2 file cabinets and could add one additional in the future for a total of 3.*

6. Archive/Dead Storage Requirements:
 - I. Currently there are no archive/ dead storage areas.*
 - II. In the future 2 file cabinets could be added for archive/ dead file storage.*

7. Miscellaneous and Envisioning the Future:
 - I. Private office separate from other departments. Currently it is very difficult to share an office when either department has a client in the office because of noise and confidentiality issues.*
 - II. Video Conferencing could be an option in the future.*
 - III. Could utilize a separate quiet area/ consultation room (could be shared w/ another office).*

8. Plumbing Fixtures:
 - I. None*

9. Special Environmental Needs: (other than normal room temperature, humidity, and lighting)
 - I. None*

Existing Courthouse Site Plan

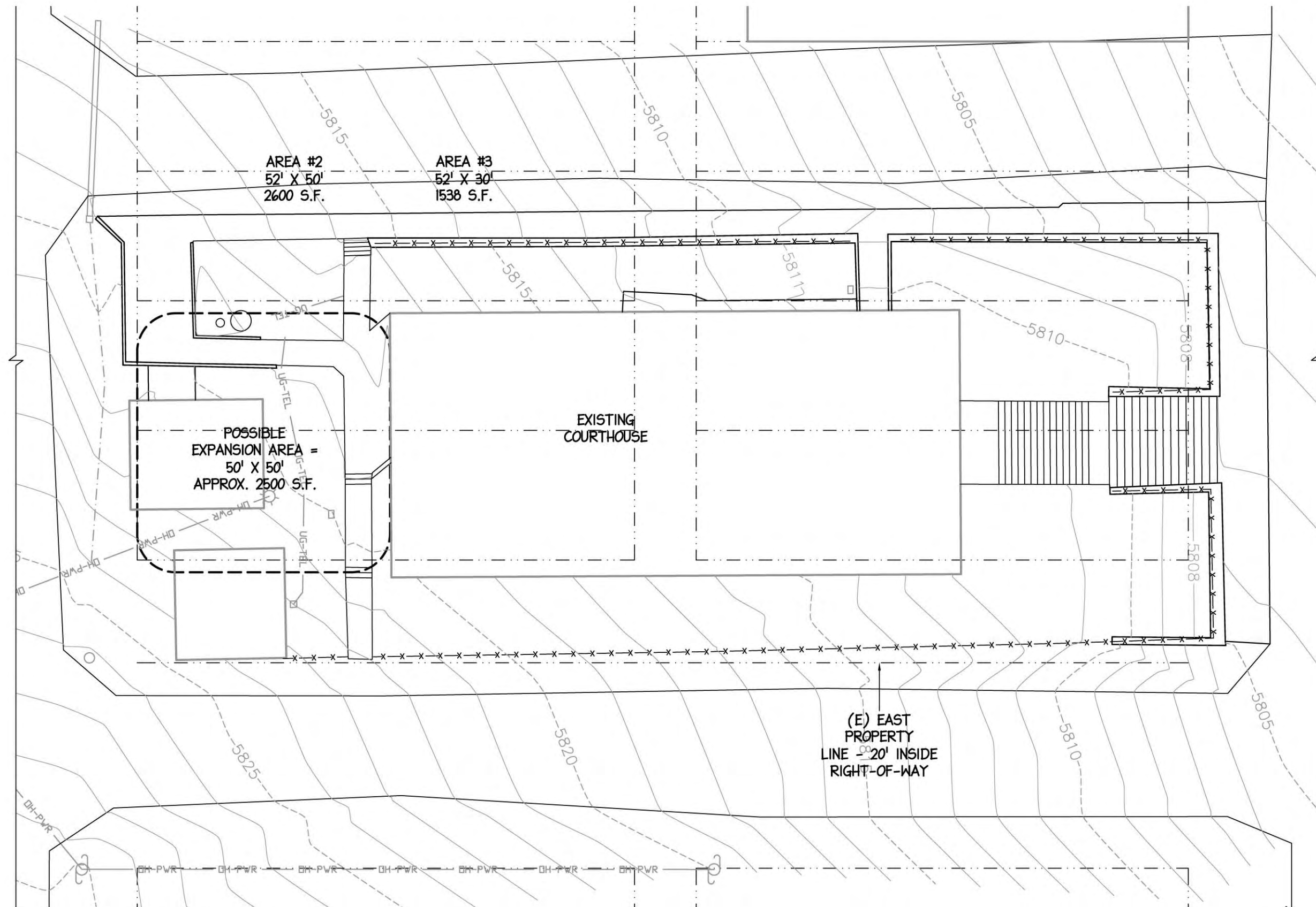
The following is the existing Madison County Courthouse Site Plan, current as of the date of this document.



Existing Courthouse Floor Plans

The following are the existing Madison County Courthouse Floor Plan, current as of the date of this document including the outlined function in each space.





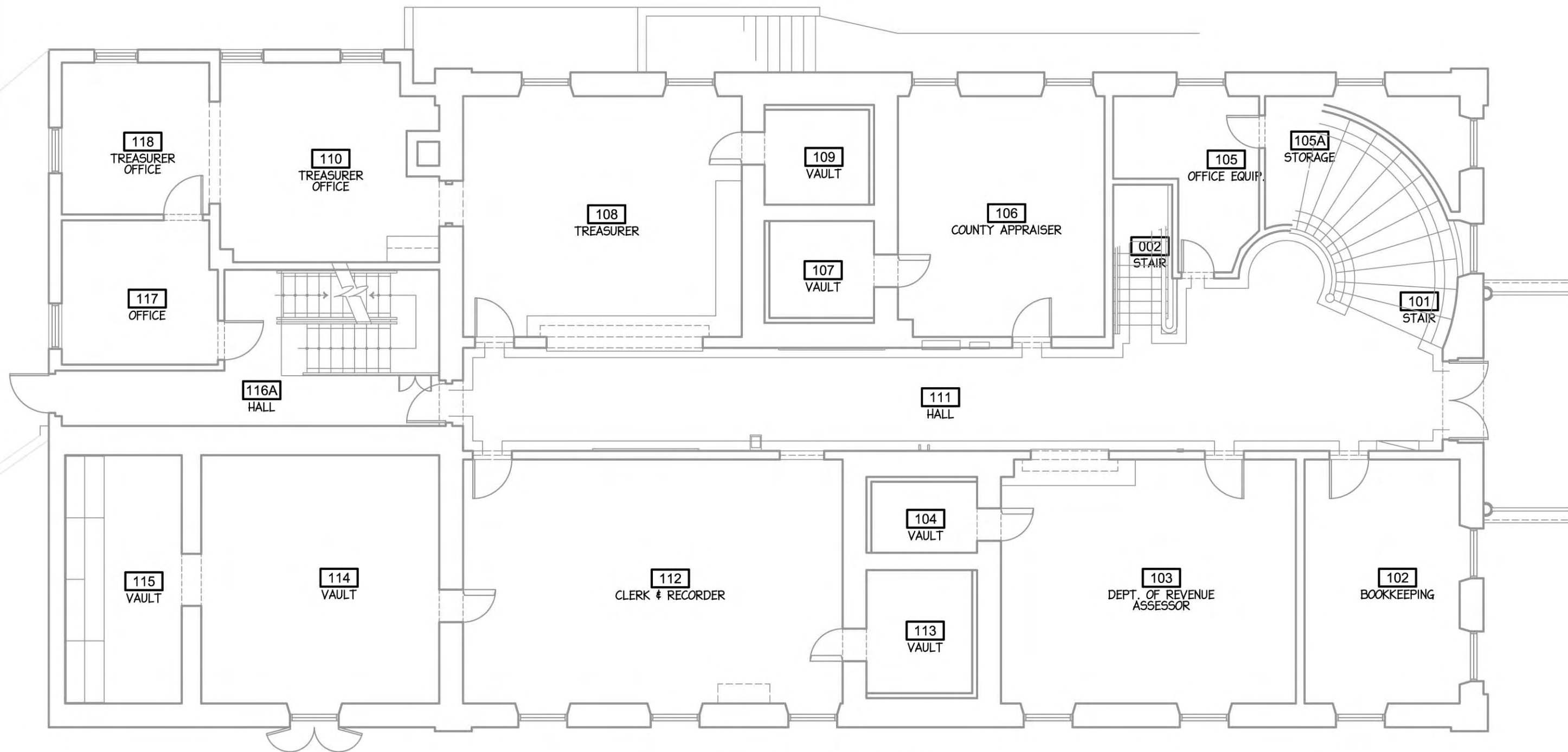
EXISTING COURTHOUSE SITE/ VICINITY PLAN

SCALE: 1/16" = 1'-0"



Schlenker & McKittrick Architects, P.C.
SMA No. 0602

Existing Courthouse Space Analysis & Building Program
May 2006



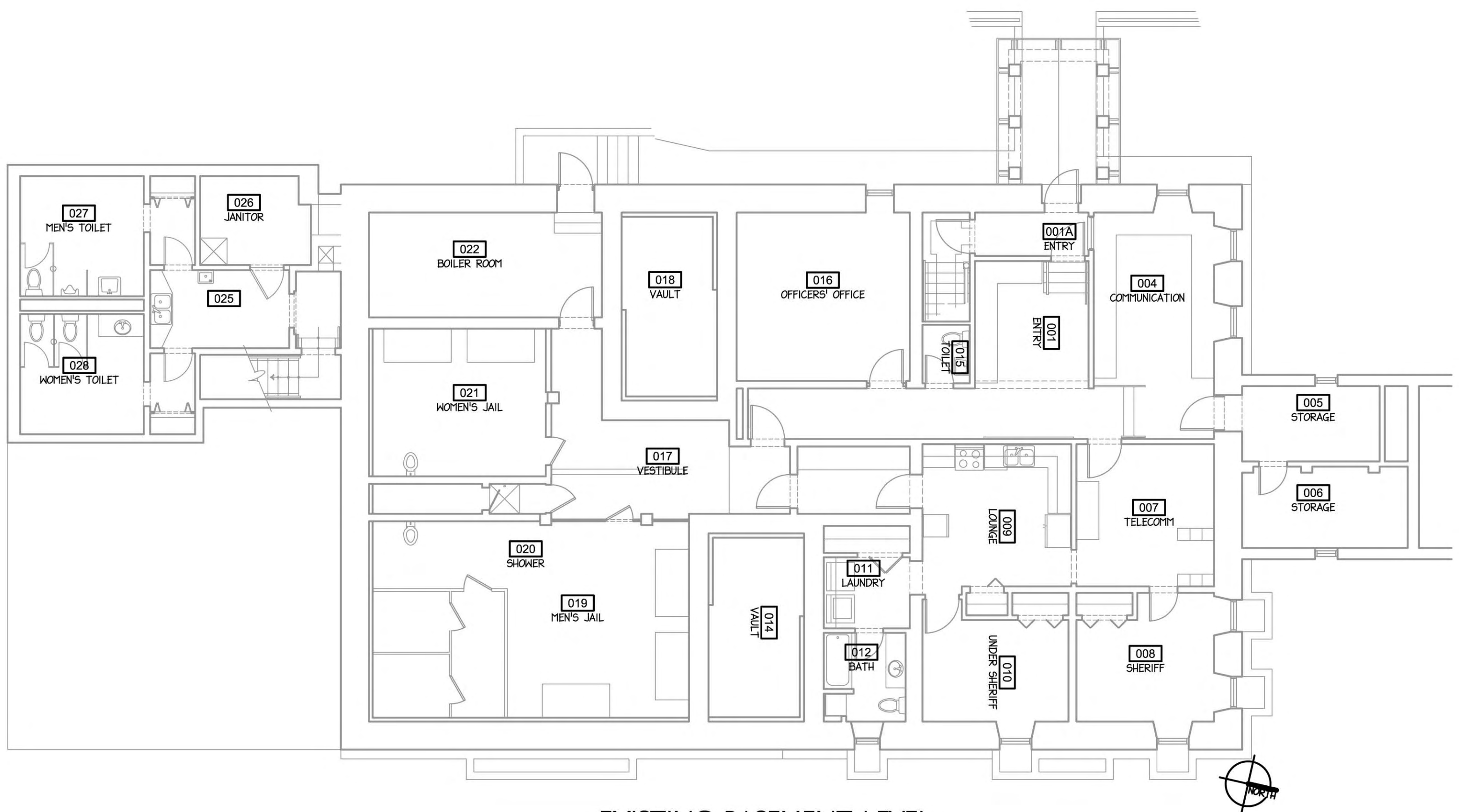
EXISTING MAIN LEVEL

SCALE: 1/8" = 1'-0"



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SMA No. 0602

Existing Courthouse Space Analysis & Building Program
May 2006



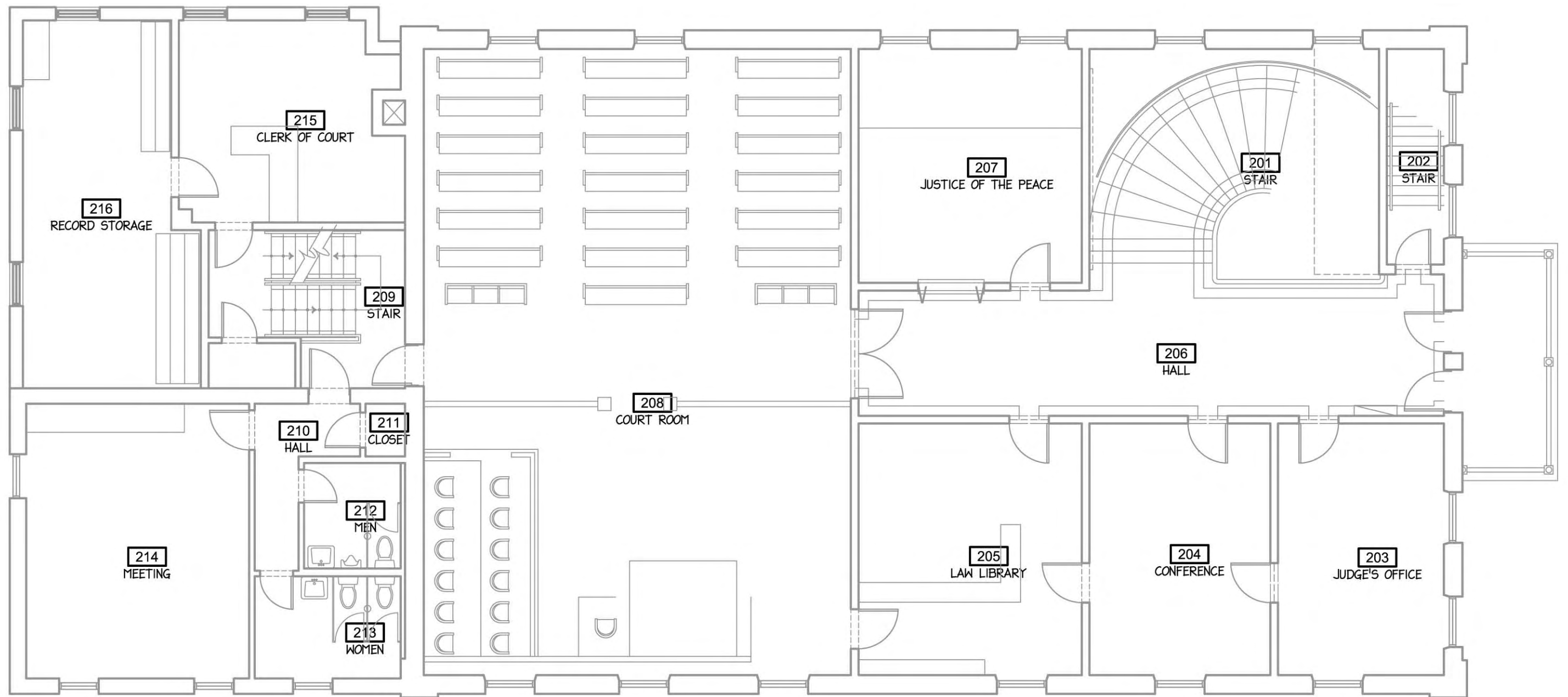
EXISTING BASEMENT LEVEL

SCALE: 1/8" = 1'-0"



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SMA No. 0602

Existing Courthouse Space Analysis & Building Program
May 2006



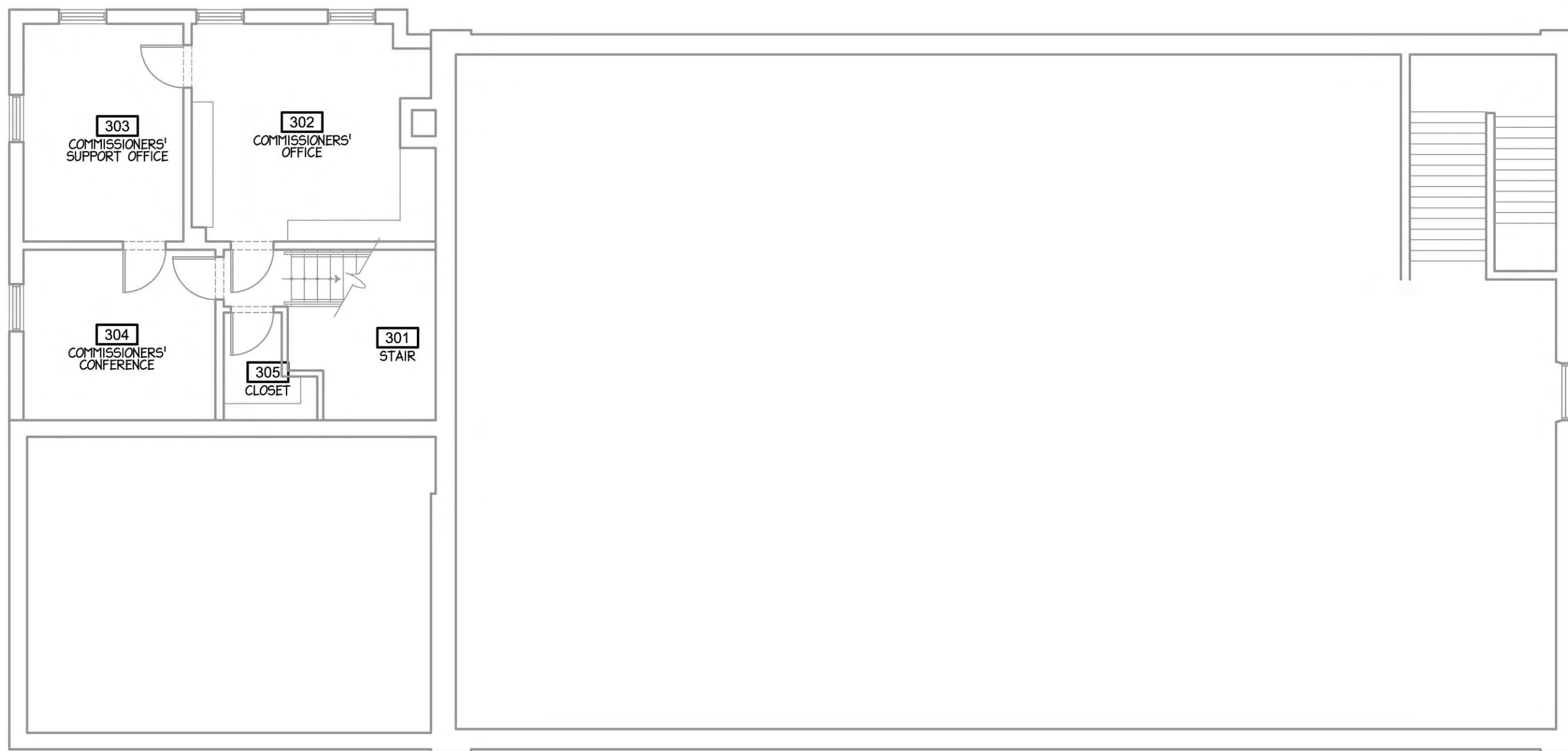
EXISTING SECOND LEVEL

SCALE: 1/8" = 1'-0"



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Existing Courthouse Space Analysis & Building Program
May 2006



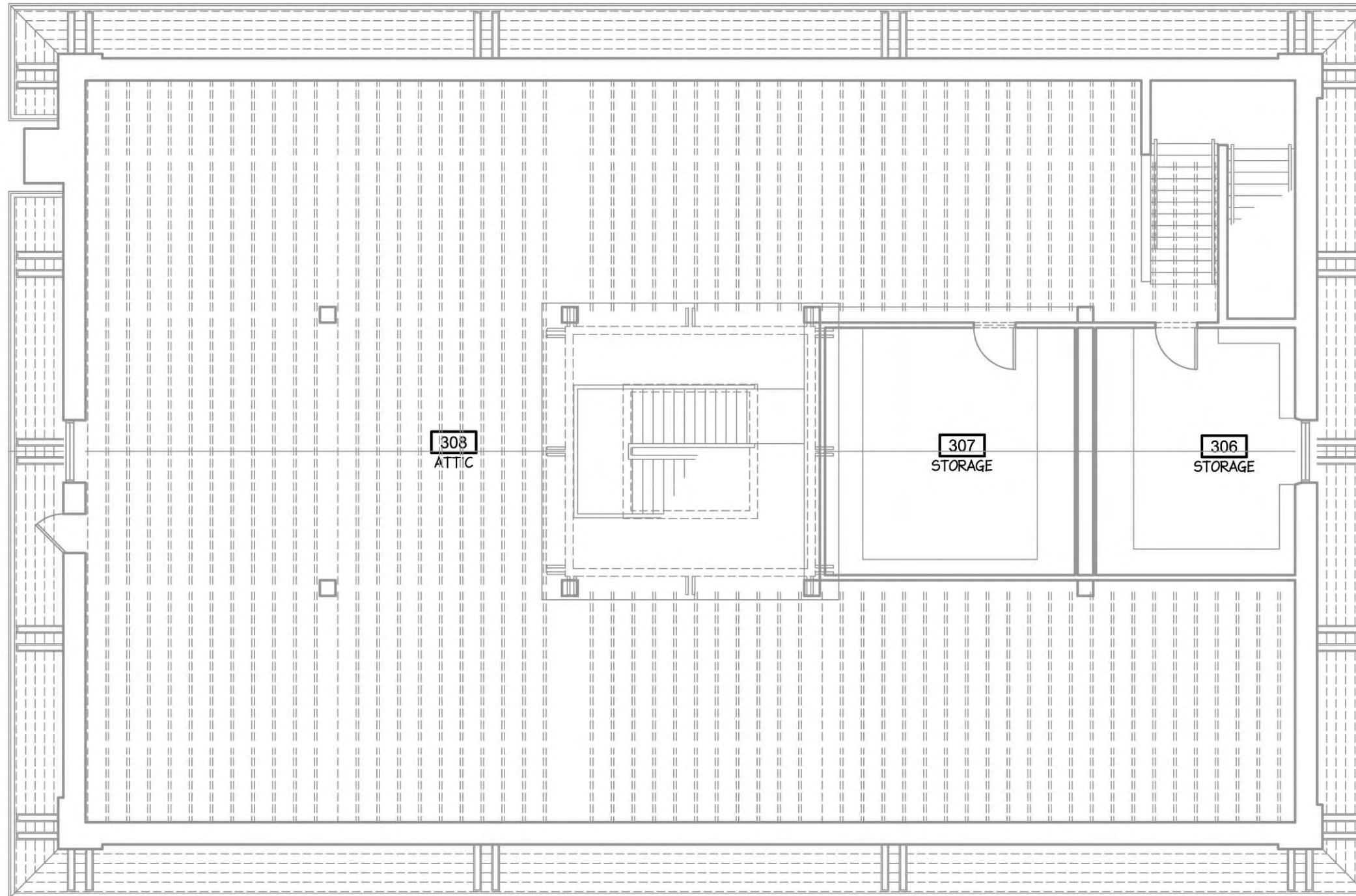
EXISTING THIRD LEVEL

SCALE: 1/8" = 1'-0"



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Existing Courthouse Space Analysis & Building Program
May 2006



EXISTING ATTIC LEVEL
SCALE: 1/8" = 1'-0"

